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**Program Management** 

Contract: EP-W-10-019, Task Order: 0001

Lead PR Number: PR-HQ-10-13117

### **Summary Information**

From: Program Management To: 09/30/11

Period of Performance:

Award Date: Total Funding:

\$10,000.00

### Accounting/Appropriation Data

POP	DCN	BFYS	Fund	Org	PRC	Site/ Project	Cost Org	Obj Clss	Amount	P / C
Base	FC0393	10	В	58F4	105A46C	00000000		2505	\$10,000.00	C

### **Funding Breakout**

Acct.Info	Funding Category	Amount
FY2010 - FC0393	Cost Ceiling	\$10,000.00
	<del> </del>	\$10,000.00

### **Procurement Management Roles**

TASK ORDER PROJECT OFFICER:

U.S. E.P.A. Attn: PAMELA M. FRANKLIN 1200 PENNSYLVANIA AVE, NW WASHINGTON, DC 20460

Mail Code: 6207J Phone Number: 202-343-9476
Fax Number: 202-343-2202
E-Mail Address: franklin.pamela@epa.gov

ALTERNATE TASK ORDER PROJECT OFFICER:

U.S. E.P.A. Attn: FELICIA A. RUIZ 1200 PENNSYLVANIA AVE, NW WASHINGTON, DC 20460

Mail Code: 6207j Phone Number: 202-343-9129 Fax Number: 202-343-2202

E-Mail Address: ruiz.felicia@epa.gov

### **Attachments**

Attachment Name Program Management for CMOP 2

### **Task Order Totals**

Category	POP	Amount
Cost Ceiling	Base Pd.	\$10,000.00

### **Program Management for CMOP 2**

Contract: EP-W-10-019, Task Order: 0001

Lead PR Number: PR-HQ-10-13117

Program Management for Coalbed Methane Outreach Program (FY2011)

#### I. BACKGROUND

The U.S. EPA Coalbed Methane Outreach Program works with coal mines in the U.S. and internationally to encourage the economic use of the coal mine methane (CMM) gas that is otherwise vented to the atmosphere. This contract will support the Coalbed Methane Outreach Program in its efforts to reduce CMM emissions. The contract includes a provision to award task orders to provide maintenance of monthly progress reports and to support on-call program management and open lines of communication.

The period of performance for this task order is from the date of approval through September 30, 2011. Activities listed in this task order are not duplicative with activities under other coal mine methane program task orders.

#### II. OBJECTIVE

The objective of this task order is to maintain a monthly progress report and support an on-call Program Manager and open lines of communication.

#### III. SCOPE

The work outlined under this task order is consistent with contract clauses B. 4 (Program Management), F. 3 (Monthly Progress Report), and F. 4 (Working Files).

#### IV. TASK DESCRIPTIONS

This task order has one (1) task with two (2) subtasks, listed and described below:

#### Task 1: Program Management

Subtask 1: Maintenance of Monthly Progress Report and Working Files
Instructions for completion of the monthly progress report are referenced in Section F. 3,
Monthly Progress Report. Instructions for completion of working files are references in
Section F. 4, Working Files.

Subtask 2: Maintaining Lines of Communication At the request of either the Government or the Contractor, meetings shall be held to discuss the overall progress on the contract. These discussions shall normally be conducted via conference call. However, the Government reserves the right to hold some meetings in Washington, D.C.

The contractor shall maintain the capability to respond to requests for information from the Government concerning issues of contract management, including overall progress on the contract, trouble shooting, and other contract-level issues. General issues will be discussed during the regularly scheduled conference calls, but under certain circumstances, there may be an urgent need to address specific issues or to provide non-routine type information.

#### V. PLACE OF PERFORMANCE

Contractor will perform the work under this Task Order at its facility. There is the possibility of some local travel.

#### VI. PERIOD OF PERFORMANCE

The period of performance for all tasks completed under this Task Order is from the date of award to September 30, 2011. Extensions to this period of performance will not be granted except in the case of extenuating circumstances.

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# Support for CMOPs International Activities through the Methane to Markets **Partnership**

Contract: EP-W-10-019, Task Order: 0002 Lead PR Number: PR-HQ-11-10065

### **Summary Information**

Support for CMOPs International Activities through the Methane to Markets Partnership From: 10/15/10 To: 09/30/11 Title:

Period of Performance:

Award Date: \$97,664.00 Total Funding:

### Accounting/Appropriation Data

POP	DCN	BFYS	Fund	Org	PRC	Site/ Project	Cost Org	Obj Clss	Amount	P/ C-
Base	FC0385	10	В	58F4	105A46C	00000000		2505	\$97,664.00	P

### **Funding Breakout**

	Funding Category	Amount
FY2010 - FC0385		\$97,664.00
	Total:	\$97,664.00

### **Procurement Management Roles**

TASK ORDER PROJECT OFFICER:

U.S. E.P.A. Attn: FELICIA A. RUIZ 1200 PENNSYLVANIA AVE, NW WASHINGTON, DC 20460

Mail Code: 6207J

Phone Number: 202-343-9129 Fax Number: 202-343-2202

E-Mail Address: ruiz.felicia@epa.gov

ALTERNATE TASK ORDER PROJECT OFFICER:

U.S. E.P.A. Attn: PAMELA M. FRANKLIN 1200 PENNSYLVANIA AVE, NW WASHINGTON, DC 20460 U.S. E.P.A

Mail Code: 6207J Phone Number: 202-343-9476
Fax Number: 202-343-2202
E-Mail Address: franklin.pamela@epa.gov

#### **Attachments**

Attachment Name Support for CMOP's International Activities through M2M Partnership

#### **Task Order Totals**

Category	POP	Amount
Cost Ceiling	Base Pd.	\$97,664.00

Page: 2

Contract: EP-W-10-019, Task Order: 0002

Lead PR Number: PR-HQ-11-10065

STATEMENT OF WORK: Support for CMOP's International Activities through the Methane to Markets Partnership

#### I. BACKGROUND

The U.S. EPA Coalbed Methane Outreach Program (CMOP) works with coal mines in the U.S. and internationally to encourage the economic use of coal mine methane (CMM) gas that is otherwise vented to the atmosphere. Through this task order, EPA is requesting technical and outreach support for the general advancement and development of international CMM projects under the auspices of the Methane to Markets Partnership, which has been proposed to be expanded and strengthened to form a Global Methane Initiative (hereafter referred to as the "Partnership").

Methane is both the primary constituent of natural gas and a potent greenhouse gas when released to the atmosphere. Reducing emissions can yield substantial economic and environmental benefits. The implementation of available, cost-effective methane emission reduction opportunities in the coal industry can lead to improved mine safety, greater mine productivity, and increased revenues.

Methane is produced from mining activities in underground coal mines, at surface coal mines, and as a result of post-mining activities including coal processing, storage and transportation. Underground mines are the single largest source of CMM emissions in most countries. Globally, CMM accounts for about 8% of total methane emissions from human activities.

The Methane to Markets Partnership is an international, public-private initiative that was launched in 2004 with several key objectives: to reduce global methane emissions, to enhance economic growth, to promote energy security, to improve the environment, and to reduce greenhouse gas emissions. The initiative focuses on cost-effective, near-term methane recovery and use as a clean energy source. The Partnership is a collaborative effort between developed countries, developing countries, and countries with economies in transition, together with strong participation from the private sector. There are now 36 Partnership, and over 1000 participating non-government entities. The Methane to Markets Partnership, and over 1000 particip

US EPA is the lead US Government Agency implementing US activities through the Partnership. EPA works with her sister agencies including the US Department of State, the US Agency for International Development, the US Department of Energy, and the US Trade & Development Agency. Within the coal sector, EPA's Coalbed Methane Outreach Program (CMOP) leads the activities of the US through the Coal Subcommittee. Currently, CMOP staff members serve as Co-Chair of the Coal Subcommittee and official delegates to the Subcommittee. CMOP is actively engaged in planning Subcommittee meetings and workshops, developing informational work products, and supporting CMM project development in Partner countries.

The Partnership is holding a Ministerial meeting on October 1, 2010, in Mexico City. At that meeting, US EPA Administrator Lisa P. Jackson and Mexico Secretary of Environment Juan Rafael Elvira Quesada will invite Ministers from all Partner countries to launch an expanded effort to accelerate global methane reductions, the Global Methane Initiative. Through this Task Order, EPA is seeking contractor support to provide technical and analytic assistance for the activities of the Partnership Coal Subcommittee as well as EPA's initiatives to support the aims of the Partnership through activities that support CMM in specific Partner countries.
EPA has identified several countries that are of high priority for reducing CMM emissions: China, India, Poland, Ukraine, and Russia. EPA is also interested in helping to support the reduction of CMM emissions in other countries including Mongolia, Mexico, Turkey, and Kazakhstan. EPA is evaluating the potential for CMM project opportunities in other countries such as Vietnam, Georgia, Colombia, and Indonesia.
The period of performance for this task order is from the date of approval through September 30, 2011.

Although this scope of work is broad and describes a set of general activities to be undertaken that may be very similar to general activities described in other task orders, actual contractor activity under this task order will be driven by technical direction of the Task Order Project Officer, which will specify a subset of these activities that will be more focused and specialized.

Activities listed in this task order statement of work are not duplicative with activities under other CMOP task orders.

#### II. OBJECTIVE

The objective of this task order is to provide EPA with the technical, analytical, and

Contract: EP-W-10-019, Task Order: 0002

Lead PR Number: PR-HQ-11-10065

outreach support to advance CMOP's international activities that support the aims of the Methane to Markets Partnership and specifically the Coal Subcommittee. EPA requests the following types of support:

(1) Development of information and information work products;
(2) Logistical support, including travel support for delegates to participate in critical workshops or meetings and support for CMOP in planning Partnership meetings or activities.

(3) Technical, analytic, and capacity-building support to promote CMM project opportunities in key Partner countries.
(4) Support for implementation and dissemination of the "Best Practices" guidance document for international coal mine methane degasification, recovery, and use that was developed jointly by EPA and others under the auspices of the Methane to Markets Partnership in collaboration with the United Nations Economic Commission for Europe (UNECE).

#### III. SCOPE

The work outlined under this task order is consistent with the following sections under the contract Statement of Work: 1.2.1, 1.2.2, 1.2.3, and 1.2.4.

#### IV. TASK DESCRIPTIONS

This task order has one (1) Task, consisting of four (4) subtasks, listed and described below.

As directed by the TOPO, for each deliverable under this Task, the contractor shall prepare a draft deliverable following receipt of a Technical Direction (TD) from the TOPO or Alternate TOPO (hereafter collectively referred to as TOPO) for TOPO review and comment. The contractor shall incorporate TOPO comments into the deliverables, perform additional information gathering as required, and submit a final deliverable to the TOPO.

Task 1: Technical, Analytic, and Logistical Support for CMOP's International Activities to Support the Partnership

Under this Task, the contractor shall provide technical and logistical support for the activities of the Methane to Markets Partnership Coal Subcommittee.

Specifically, EPA requests the following types of support:

Subtask (1): Develop or support development of information and information work products

This subtask consists of development, technical review, and updating of Subcommittee work products such as newsletters, website content / formatting, the global CMM projects database, the "Global Overview" of key coal-producing countries, or other reports or analytical work. As directed by the TOPO, the contractor shall conduct critical technical reviews of such work products. For each work product reviewed, the contractor shall prepare a brief memorandum describing recommended changes or improvements, if any, to the work product work product.

Subtask (2): Provide logistical support for Partnership activities

Under this Subtask, as directed by the TOPO, the contractor shall provide logistical support to CMOP for Partnership activities, including the following:

- a) Provide logistical support for Partnership meetings, workshops, study tours, or other activities, as directed by the TOPO. This support may include helping to develop a detailed agenda, including contacting potential speakers or developing presentations or materials for the coal sector agenda.
- b) Provide travel support for delegates to participate in critical workshops or meetings and support for CMOP activities. The subcontractor may also be requested to facilitate travel arrangements and provide travel support for delegates from developing countries or countries with economies in transition to participate in critical M2M meetings or workshops.
- c) Participate in Partnership meetings or activities. The contractor shall also participate in the Coal Subcommittee meeting(s) or workshops as requested / directed by the TOPO including preparing and delivering presentations.
- d) Provide translation of key documents or work products. The contractor may be requested to provide assistance in facilitating the translation of documents developed through the Methane to Markets Partnership. This might include the translation of pre-feasibility and/or feasibility studies from English to the host-country language, as well as the translation of fact sheets, and presentations.

Subtask (3): Provide Support to Promote CMM Project Development in Partner countries.

Contract: EP-W-10-019, Task Order: 0002

Lead PR Number: PR-HQ-11-10065

Under this Subtask, as directed by the TOPO, the contractor shall provide technical, analytic, and capacity-building support to promote CMM project development in key Partner countries, such as India, China, Poland, Russia, Ukraine, Mexico, Mongolia, Turkey, Kazakhstan, and other M2M partner countries.

For each deliverable under this Task, the contractor shall prepare a draft deliverable following receipt of a Technical Direction (TD) from the TOPO or Alternate TOPO. The contractor shall incorporate TOPO comments into the deliverables, perform additional information gathering as required, and submit a final deliverable to the TOPO. This subtask would include a total of up to four (4) person-trips.

a) Technical support for project development. As directed by the TOPO, the contractor shall provide technical support for in-country CMM project development - such as project identification data-gathering, site-specific pre-feasibility studies, or full-scale

identification data-gathering, site-specific pre-feasibility studies, or full-scale feasibility studies.

b) Capacity building. EPA may request assistance with organizing and conducting in-country technical training, study tours, workshops, or other outreach activities. Under this Subtask, as directed by the TOPO, the contractor shall provide assistance in developing outreach and training support for Partner countries such as India, Mongolia, Ukraine, Russia, or China. EPA may request the contractor to assist foreign government or other entities with activities such as data collection, site visits, and database development. This support may include preparation for, development of, and implementation of a technical workshop for appropriate audiences that would benefit from such training to promote coal mine methane project development in that country. This shall include technical and logistical support for the India CMM/CBM Clearinghouse and other foreign entities that need assistance with CMM data collection and project development. Support for capacity building efforts in China may also be requested under this subtask, including traveling to China to participate in a workshop or conference, or keeping the TOPO informed about project developments throughout the country.

c) Technical support for or review of the activities of recipients of US EPA grants or cooperative agreements. Under this Subtask, as directed by the TOPO, the contractor shall provide technical and analytical support for grantees with specific technical assistance needs.

Subtask (4): Provide support for the new M2M initiative to disseminate results of a "Best Practices" guidance document for coal mine methane degasification, recovery, and use.

Under this Subtask, the contractor shall provide support for dissemination of "Best Practices" guide on coal mine methane degasification, recovery, and use. EPA is conducting this effort under the auspices of the Methane to Markets Partnership in collaboration with the United Nations Economic Commission for Europe (UNECE). See: http://www.unece.org/energy/se/cmm.html

The contractor may be asked to draft or edit accompanying documents (such as a "Summary for Policy Makers" or other outreach materials), or provide input about the most effective supporting materials to be developed (including materials to be posted on a website). Most of the work will be conducted individually with coordination and communication primarily via email and telephone. The contractor may also be requested to provide support for development or implementation of technical workshops to disseminate the results of the Best Practices document in one or more countries, which may include Kazakhstan, Ukraine, Russia, or China. This subtask would involve up to four (4) person-trips.

### V. PLACE OF PERFORMANCE

The work performed under this Task Order will be primarily undertaken at the contractor's office. This Task Order may include up six (6) international person-trips total, as directed by the TOPO.

#### VI. PERIOD OF PERFORMANCE

The period of performance for all tasks completed under this Task Order is from the date of award to September 30, 2011. Extensions to this period of performance will not be granted except in the case of extenuating circumstances.

VII. DELIVERABLE/ DELIVERY SCHEDULE

Task 1 Deliverables

1-1 Kickoff meeting (via teleconference as appropriate) Within one week of receipt of TOPO  $\mbox{TD}$ 

Contract: EP-W-10-019, Task Order: 0002 Lead PR Number: PR-HQ-11-10065

- 1-2 Trip report(s) Within 10 days of completion of each trip
  1-3 Memorandum(a) summarizing review of work products As directed by TOPO
  1-4 Draft pre-feasibility study(ies) As directed by TOPO
  1-5 Final pre-feasibility study(ies)
  Within two weeks of TOPO TD
- 1- 6 Progress reports Biweekly conference calls, as scheduled with TOPO
  1-7 Draft agenda for meeting or workshop Within two weeks of TOPO TD
  1-8 Final agenda for meeting, workshop Within one week of TOPO comments, or as directed
  1-9 Travel support for delegates to participate in M2M meetings As directed by TOPO
  1 -10 Draft materials for Best Practices dissemination As directed by TOPO
  1 11Final materials Within two weeks of TOPO comments

VIII. SECURITY

Unclassified

IX. GOVERNMENT FURNISHED EQUIPMENT/GOVERNMENT FURNISHED INFORMATION

The U.S. EPA Task Order Project Officer will provide the contractor with any requested background information necessary to complete the task.

#### X. TASK ORDER EVALUATION CRITERIA

For Tasks awarded competitively under this Task Order, the Government will make award to the responsible offeror whose offer conforms to this request and is most advantageous to the Government, price and other factors considered. Proposals will be evaluated using the following criteria, which shall be equally weighted:

- 1. Technical Experience: Staff skills and technical background necessary to complete the work described in this task order including:

  ? Knowledge, understanding, and experience with the US and international coal mining and coal mine methane industries, including technologies for effective mine methane degasification, gas collection, recovery and use or abatement; ventilation air methane (VAM); markets for heat, power, and natural gas; and regulatory and policy issues relating to coal mine methane recovery and use internationally.

  ? Experience organizing and conducting meetings, workshops, conferences, and study tours, particularly for international participants.

  ? Demonstrated experience and expertise in technical, economic, and financial analyses.

  ? Experience in public outreach and technical communication skills required to perform the task(s) as evidenced by prior products for the Coalbed Methane Outreach Program or
- ? Experience in public outreach and technical communication skills required to perform the task(s) as evidenced by prior products for the Coalbed Methane Outreach Program or other programs.
- 2. Technical Approach: Describe the overall technical approach for accomplishing this requirement, including proposed strategy/steps to perform discrete subtasks outlined in this task order, and outline how the strategy will result in the most useful product for the government and industry. Propose innovative yet practical approaches.
- 3. Past performance: The contractor's past performance in performing technical and analytic evaluations and preparing outreach products and services for the Coalbed Methane Outreach Program shall be considered in evaluating this proposal.
- 4. Key Personnel and Staffing Mix: Each team should specify the staffing selected for each Task, their relevant experience and qualifications, and their availability for the task.
- 5. Price: Propose a total price for this requirement. Describe the total price, including all labor costs, other direct costs (travel, subcontractor, materials, etc.) and total price proposed.

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# Analytic & Outreach for the Coalbed Methane Outreach Program - DOMESTIC **Activities**

Contract: EP-W-10-019, Task Order: 0003 Lead PR Number: PR-HQ-11-10150

### **Summary Information**

Analytic & Outreach for the Coalbed Methane Outreach Program - DOMESTIC Activities Title:

From: 11/04/10 To: 09/30/11 11/04/10 \$37,403.00 Period of Performance: Award Date:

Total Funding:

### Accounting/Appropriation Data

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### **Funding Breakout**

Acct.Info	Funding Category	Amount
FY2010 - FC0385		\$37,403.00
		\$37,403.00

### **Procurement Management Roles**

TASK ORDER PROJECT OFFICER:

U.S. E.P.A. Attn: JAYNE M. SOMERS 1200 PENNSYLVANIA AVE, WASHINGTON, DC 20460 WASHINGTON, DC

Mail Code: 6207j Phone Number: 202-343-9896 Fax Number: 202-343-2202

E-Mail Address: somers.jayne@epa.gov

ALTERNATE TASK ORDER PROJECT OFFICER:

U.S. E.P.A. Attn: FELICIA A. RUIZ 1200 PENNSYLVANIA AVE, WASHINGTON, DC 20460

Mail Code: 6207j Phone Number: 202-343-9129 Fax Number: 202-343-2202

E-Mail Address: ruiz.felicia@epa.gov

### **Attachments**

Attachment Name Analytic & Outreach Support for CMOP 2 - DOMESTIC

### **Task Order Totals**

Category	POP	Amount
Cost Ceiling	Base Pd.	\$37,403.00

Page: 2

Contract: EP-W-10-019, Task Order: 0003

Lead PR Number: PR-HQ-11-10150

#### I. BACKGROUND

The U.S. EPA Coalbed Methane Outreach Program works with coal mines in the U.S. and internationally to encourage the economic use of the coal mine methane gas that is otherwise vented to the atmosphere. Through this task order, the EPA is requesting technical and outreach support to help identify and promote viable coal mine methane projects in the United States.

The period of performance for this task order is from the date of approval through September 30, 2011. Activities listed in this task order are not duplicative with activities under other coal mine methane program task orders.

This Scope of Work provides the overview of typical outreach and analytical tasks that the Coalbed Methane Outreach Program may require to support its domestic activities to promote coal mine methane recovery and utilization or abatement. Specific activities will be directed by the TOPO through Technical Direction.

#### II. OBJECTIVE

The objective of this task order is to provide EPA with the technical and outreach support to provide project development outreach in the U.S.

The work outlined under this task order is consistent with the following sections under the contract Statement of Work: 1.2.1, 1.2.2, 1.2.3, and 1.2.4.

#### IV. TASK DESCRIPTIONS

This task order has one (1) task with two (2) subtasks. A copy of any and all finalized technical direction document(s) shall be sent to the Contracting Officer. The task and two subtasks are listed and described below:

#### Analytical and Outreach Support Task 1:

For each Subtask under this Task, the contractor shall prepare a draft deliverable following receipt of a Technical Direction (TD) from the TOPO or alternate TOPO (hereafter collectively referred to as TOPO) for TOPO review and comment. The contractor shall incorporate TOPO comments into the deliverable, perform additional information gathering as required, and submit a final deliverable to the TOPO.

Subtask 1: Analyses and Technical Support for Domestic Recovery and Use of Coal Mine Methane

The contractor shall conduct data collection and provide written or verbal consultations or analyses, including memorandums, reports, and conference calls, on options and opportunities to recover and use coal mine methane. These analyses shall be succinct and clearly outline the advantages and disadvantages of the various topics considered. Up to six to eight analyses are anticipated under this task. The contractor shall conduct these analyses upon written technical direction by the TOPO.

The types of analyses may include, but are not limited to:

- 1) Financial Analyses (either conceptual, or of specific projects); or
  2) Technical Analyses (either conceptual, or for a specific project); or
  3) Policy Analyses (evaluating existing or potential policies)
  4) Legal / Regulatory Analyses (evaluating the impact of existing or potential statutes or regulations).

An example of a financial analysis would be refining economic analysis associated with methane incidents as well as methane drainage and removal options at a gassy US coal mine. An example of a technical analysis would be assessment of technical options for gas recovery and usage in the Western United States. Other potential topics that may be assigned by CMOP under this task order include abandoned coal mines, surface coal mines, and non-coal gassy mines. An example of a policy analysis would be an evaluation of carbon prices or carbon offset methodologies as incentives for coal mine methane project development in the US. An example of a regulatory analysis would be assessing the specific impacts of or interpretations of the Greenhouse Gas Reporting Program (Subpart FF - Underground Coal Mines). Another example of a legal analysis would be assessing the potential impact of specific proposed statutory language on coal mines with regard to coal mine methane recovery and utilization or abatement projects.

Production of a written consultation or analysis shall correspond to the following timeline:

Contract: EP-W-10-019, Task Order: 0003

Lead PR Number: PR-HQ-11-10150

Deliverable Due Date Within one week of receipt of TOPO TD
One week following receipt of TOPO TD
Three days after receipt of TOPO comments on 1.2.
As directed by TOPO, or two weeks after receipt of TOPO comments on 1.3.
As directed by TOPO, or one week after receipt of TOPO 1.1) Kick off meeting
1.2) Draft Analysis Outline
1.3) Final Analysis Outline 1.4) Draft Analysis 1.5) Final Analysis comments on 1.4.

#### Subtask 2: Assist with Domestic Outreach

EPA staff conducts outreach and produces outreach materials through CMOP for the CBM/CMM community. The contractor shall provide up to 15 outreach material deliverables (e.g., PowerPoint presentations, memorandums on project and technology opportunities, and html documents) based upon written technical direction from the EPA TOPO. Outreach material may support market, financial, or technical analyses or may cover other subjects outlined in technical direction memos in technical direction memos.

Outreach materials and activities may include, but are not limited to, the following:

White paper(s) and presentation(s) Short news articles

Other outreach materials

CBM Extra

CBM Notes

8)

Respond to public queries Exhibit at conferences or events Contact individual coal mines Assist with logistical support for CMOP annual conference

Further details on each of these potential activities is described below. Development of each deliverable, including specific deadlines, shall be based on the specific written technical direction. For planning purposes, conceptual timelines are provided for each type of deliverable below, but specific deadlines will be specified by the TOPO through written technical direction.

1) White paper(s) and presentation(s). Based upon the TOPO's written direction, the contractor shall develop white paper(s) or presentation(s), on a topic directed by the TOPO (e.g., non-coal mine methane). For planning purposes, this work shall correspond to 1.) the following conceptual timeline:

Due Date Deliverable 2.1) Kick off meeting Within one week of receipt of TOPO TD
2.2) Draft paper/presentation One week following receipt of TOPO TD
2.3) Final formatted paper/presentation Three days after receipt of TOPO comments on

2) Short news articles. Production of the short news article(s) shall correspond to the following conceptual timeline, for planning purposes only:

Deliverable Due Date 3.1) Kick off meeting
3.2) Draft Article/flyer Outline
3.3) Final Article/flyer Outline
3.4) Draft Article / flyer
3.5) Final Article / flyer Within one week of receipt of TOPO TD One week following receipt of TOPO TD Three days after receipt of TOPO comments on 3.2. Two weeks after receipt of TOPO comments on 3.3. One week after receipt of TOPO comments on 3.4.

3) Other outreach materials. Production of other outreach materials may entail development of content as well as graphics and layout for new materials (such as flyers, posters, fact sheets, white papers, banners, CDs, or videos). Development of these outreach materials will be based on specific technical direction from the TOPO. For planning purposes only, the following conceptual timeline is provided:

Deliverable Due Date 4.1) Kick off meeting Within one week of receipt of TOPO TD
4.2) Draft Outreach Material Outline-One week following receipt of TOPO TD
4.3) Final Outreach Material Outline-Three days after receipt of TOPO comments on 4.2.
4.4) Draft Outreach Material As directed by TOPO following comments on 4.3.
4.5) Final Outreach Material As directed by TOPO following comments on 4.4.

4) CBM Extra. The CBM Extra is a newsletter that EPA distributes electronically to its entire database, about 2,000 interested persons around the world. It is released three or four times a year and includes short news articles on domestic and international CMM activity, dates for upcoming events, and recent CMM-related publications. Each CBM Extra may also include an in-depth analytical article on issues affecting the industry.

Contract: EP-W-10-019, Task Order: 0003

Lead PR Number: PR-HQ-11-10150

Examples of analytical articles include an evaluation of the world market or ventilation air methane, challenges to developing CMM projects in the Western United States, and using CMM for power generation.

At the TOPO's written direction, the contractor shall format and prepare for electronic publication up to four (4), 8-12 page editions of the Coalbed Methane (CBM) Extra. The contractor shall develop ideas for articles that are timely, relevant, and news-worthy as shall produce up to one analytical article, up to two short news articles, a calendar of CMM-related events and news "blurbs" for each CBM Extra, as directed by the TOPO. The Summer 2010 issue shall serve as a template for future CBM Extras. and news-worthy and

Formatting and preparation of the CBM Extra, including appropriate deadlines, shall be directed by the TOPO. For planning purposes, the following conceptual timeline is provided:

Deliverable

5.1) Kick off meeting 5.2) Draft Formatted CBM Extra 5.3) Final Formatted CBM Extra

Due Date Within one week of receipt of TOPO TD One week following receipt of TOPO TD Three days after receipt of TOPO comments on 2.2.

For planning purposes only, production of articles for the CBM Extra shall correspond to the following conceptual timeline:

Deliverable

6.1) Kick off meeting
6.2) Draft Article Outline
6.3) Final Article Outline
6.4) Draft Article

6.5) Final Article

Due Date

Within one week of receipt of TOPO TD One week following receipt of TOPO TD Three days after receipt of TOPO comments on 3.2. Two weeks after receipt of TOPO comments on 3.3. One week after receipt of TOPO comments on 3.4.

5) CBM Notes. CBM Notes are a weekly email sent out by CMOP to inform the program's stakeholders about interesting and newsworthy events, publications, or news items related to the CBM and CMM industries. Generally about 100 to 400 words in length, CBM Notes are typically distributed each Thursday to a subset of the CMOP database.

At the TOPO's written direction, the contractor shall provide content, writeup, and formatting for up to 20 CBM Notes.

Production of the CBM Note(s) shall correspond to the following timeline:

Deliverable

7.1) Kick off meeting 7.2) Draft CBM Note 7.3) Final CBM Note

Due Date

Within one week of receipt of TOPO TD One week following receipt of TOPO TD Three days after receipt of TOPO comments on 4.2.

- Respond to public queries. CMOP receives a number of inquiries from the public and stakeholders related to technical and policy issues in the CMM and CBM industries. The TOPO frequently requests contractor assistance to research or respond to these inquiries. Response to such quick turnaround requests shall be on an as-needed basis, typically within one to two days. At the TOPOs' written direction, the contractor shall provide the TOPO with assistance in responding to up to 15 public queries either in writing or verbally (as specified by TOPO).
- 7) Exhibit at conferences and events. EPA staff attends and exhibits outreach material at various coal and CBM conferences and workshop around the United States throughout the year. The contractor shall travel up to one (1) domestic conference and assist EPA staff with procuring, setting up, and staffing the conference exhibit booth space. The contractor shall assist with conducting outreach to conference attendees. This outreach may include, at the TOPO's written direction, participation in the CMOP conference, including preparation of and delivery of a presentation.
- 8) Contact individual coal mines. At the TOPO's written direction, the contractor may be requested to contact individual coal mines or coal mining companies to determine their specific needs, interests, etc. as they relate to coal mine methane project development, and their willingness to work with EPA staff in this area.
- 9) Logistical support for CMOP Conference. EPA sponsors and organizes an annual, national-level conference covering issues related to coal mine methane project development in the US and internationally. The EPA COR may request assistance related to logistical support for this conference, including travel or logistical support for selected participants or international delegates, assistance in moderating sessions or panel discussions, arranging for interpretation (translation) for international delegates present, assisting with site visit logistics, or other logistical support as directed by the TOPO.
- V. PLACE OF PERFORMANCE

Contract: EP-W-10-019, Task Order: 0003

Lead PR Number: PR-HQ-11-10150

The work performed under this Task Order will be primarily undertaken at the contractor's office. Up to four (4), one-person, 2-to 4-day trips within the continental U.S. is anticipated under this task order.

#### VI. PERIOD OF PERFORMANCE

The period of performance for all tasks completed under this Task Order is from the date of award to September 30, 2011. Extensions to this period of performance will not be granted except in the case of extenuating circumstances.

VII. DELIVERABLE/ DELIVERY SCHEDULE

The deliverable schedules are included above within each specific subtask.

VIII. SECURITY

Unclassified

IX. GOVERNMENT FURNISHED EQUIPMENT/GOVERNMENT FURNISHED INFORMATION

The U.S. EPA Task Order Project Officer will provide the contractor with any requested background information necessary to complete the task.

X. PACKAGING, PACKING, AND SHIPPING INSTRUCTIONS

None

XI. INSPECTION AND ACCEPTANCE CRITERIA

See Section E of the contract.

XII. ACCOUNTING AND APPROPRIATIONS DATA

See item 17 of DD form 1155, Order of Supplies or Services.

XIII. OTHER PERTINENT INFORMATION OR SPECIAL CONSIDERATIONS None

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The purpose of this modifica	tion is	to re-assign	the	role of Task Order Pro	oject	Officer
(TOPO) for task order 0004 t Administrative Contracting C TOPO: Felicia Ruiz						
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NAME OF OFFEROR OR CONTRACTOR

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NSN 7540-01-152-8070 Previous edition unusable STANDARD FORM 30 (REV. 10-83) Prescribed by GSA FAR (48 CFR) 53.243 
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	DURHAM NC 27711				
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	Period of Performance: 01/21/2011 to 01/31/2012				
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AMENDMENT OF SOLICITATION/MODIFI	CATION OF CO	NTRACT		1. CONTRACT ID CODE	PAGE	or Pages
2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE (	DATE	4. REQ	UISITION/PURCHASE REQ. NO.	5. PROJECT	NO. (If applicable)
003	04/12/20	13				
6. ISSUED BY CODE			7. ADI	MINISTERED BY (If other than Item 6)	CODE	
HPOD US ENVIRONMENTAL PROTECTION HEADQUARTERS PROCUREMENT OP ARIEL RIOS BUILDING 1200 PENNSYLVANIA AVENUE NW WASHINGTON DC 20460	ERATIONS				<b>L</b>	
8. NAME AND ADDRESS OF CONTRACTOR (No., stre	et, county, State and 2	ZIP Code)	(x) 9A.	AMENDMENT OF SOLICITATION NO.		
EASTERN RESEARCH GROUP INC ATTN NA 110 HARTWELL AVENUE LEXINGTON MA 02421			9B. x 10/ E I	DATED (SEE ITEM 11)  A. MODIFICATION OF CONTRACT/ORDER N  -W-10-019  004  B. DATED (SEE ITEM 13)	10.	
CODE 112947395	FACILITY CODI	E	0	1/21/2011		
	11. THIS ITE	M ONLY APPLIES TO A	MENDN	ENTS OF SOLICITATIONS		
separate letter or telegram which includes a reference THE PLACE DESIGNATED FOR THE RECEIPT Of virtue of this amendment you desire to change an of to the solicitation and this amendment, and is received.	prior to the hour ar opies of the amend ce to the solicitation FOFFERS PRIOR fer already submitte ed prior to the open	nd date specified in the s ment; (b) By acknowledg and amendment numbe TO THE HOUR AND DA ed, such change may be	olicitati ging rec ers. FA TE SPI made I	on or as amended, by one of the following met eipt of this amendment on each copy of the of ILURE OF YOUR ACKNOWLEDGEMENT TO ECIFIED MAY RESULT IN REJECTION OF YO	fer submitted; BE RECEIVE OUR OFFER.	or (c) By O AT If by
12. ACCOUNTING AND APPROPRIATION DATA (If n	equired)	Net	Dec	rease: -:	\$134.65	
See Schedule	MODIFICATION OF	CONTRACTS/ORDERS	S IT M	ODIFIES THE CONTRACT/ORDER NO. AS DE	SCRIBED IN I	TFM 14.
	ACT/ORDER IS MO TH IN ITEM 14, PUI	DDIFIED TO REFLECT T RSUANT TO THE AUTH	THE AD HORITY	SES SET FORTH IN ITEM 14 ARE MADE IN T MINISTRATIVE CHANGES (such as changes OF FAR 43.103(b).		
D. OTHER (Specify type of modification	n and authority)					
X Mutual Agreement	•					
E. IMPORTANT: Contractor 🔀 is not,	is required to	sign this document and	return	O copies to the issuin	g office.	
14. DESCRIPTION OF AMENDMENT/MODIFICATION DUNS Number: 112947395  The purpose of this modification of the purpose of the purpose of the modification of the purpose of		·				imated
cost to \$89,860.35. Contr						
TOPO: Felicia Ruiz CHANGES FOR ACCOUNTING CODE 11-12-B-58F4-105A46C-2505 Account code changed from 1 11-12-B-58F4-105A46C-2505 Amount changed from \$89,995	-1158FC109 1-12-B-58F -1158FC109	74-105A46C-25 90-001	505-	1158FC1090-001 to		
-	.00 10 403	,,000.33				
Continued  Except as provided herein, all terms and conditions of	the document refer	enced in Item QA or 10A	ge ha	retofore changed remains unchanged and in f	ull force and of	fect
15A. NAME AND TITLE OF SIGNER (Type or print)	the document refer	enced in item 9A or 10A		NAME AND TITLE OF CONTRACTING OFFI		
,				garet Kline		
15B. CONTRACTOR/OFFEROR	*	15C. DATE SIGNED		UNITED STATES OF AMERICA		16C. DATE SIGNED
100. DONNING FOR OFFERON		100. DATE GIGNED	I VB,	GITTED GITTED OF AWARDON		
(Signature of person authorized to sign)				(Signature of Contracting Officer)		

NSN 7540-01-152-8070 Previous edition unusable STANDARD FORM 30 (REV. 10-83) Prescribed by GSA FAR (48 CFR) 53.243 
 CONTINUATION SHEET
 REFERENCE NO. OF DOCUMENT BEING CONTINUED EP-W-10-019/0004/003
 PAGE OF EP-W-10-019/0004/003
 OF EP-W-10-019/0004/003

TEM NO.	SUPPLIES/SERVICES	QUANTITY		UNIT PRICE	AMOUNT
(A)	(B)	(C)	(D)	(E)	(F)
	Payment:				
	RTP FINANCE CENTER				
	US ENVIRONMENTAL PROTECTION AGENCY				
	RTP-FINANCE CENTER D143-02				
	109 TW ALEXANDER DRIVE		li		
	DURHAM NC 27711		1 1		
	FOB: Destination		1 1		
	Period of Performance: 01/21/2011 to 01/31/2012		1		
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		OR	DER FC	R SUF	PPLIES OR SERVI	CES						OF PAGES	_	
IMPORTANT:	Mark all	packages and papers with	contract a	nd/or ord	ler numbers.						1		2	
1. DATE OF OR	DER	2. CONTRACT NO. (If any) EP-W-10-019							6. SHIP TO:				<del></del>	•
04/08/20		L W 10 019				a. NAME (	)F CO	NSIGNEE						
<b>3. ORDER NO.</b> 0005					<b>EFERENCE NO.</b> -01055	OAR/O	AP/(	CCD						
HPOD US Envir Headquar	conmen	ress correspondence to)  tal Protection F  Procurement Open	-			b.STREET ADDRESS US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code: 62107J OAP/CCD								
Ariel Ri 1200 Pen Washingt	nsylv	ania Avenue, NW				c. CITY Washington  d. STATE DC 20460							ΣĖ	
7. TO: NA a. NAME OF CO		OR ARCH GROUP INC				f. SHIP VIA								
b. COMPANY N		Tion Groot The				<del> </del>			YPE OF ORDER	▼				• ,
						REFEREN				X b. l	DELIVER	(		
c.STREET ADDRESS 110 HARTWELL AVENUE								ne following on the terms	3	reverse to instru only of	t for billing instructions on the e, this delivery order is subject ructions contained on this side f this form and is issued at to the terms and conditions			
			<del></del>		<u></u>	and condit	tions s <sub>l</sub>	pecified on both sides on the attached sheet, if a	f	of the a	bove-num	bered contra	ct.	
d.CITY Lexingtor	n		e	e. STATE MA	f. ZIP CODE 02421			y as indicated.	illy,					
9. ACCOUNTING See Sche		PROPRIATION DATA				10. REQUI		NING OFFICE CCD						
a. SMA	MEN-OWNE	13. PLACE OF	HAN SMAL		c. DISADVANTAGED  f. EMERGING SMALI BUSINESS  14. GOVERNMENT B/L NO	L	VI VI	ERVICE- ISABLED ETERAN- WNED 15. DELIVER TO F.O.I ON OR BEFORE (D.		ion	s. DISCOU	INT TERMS		**************************************
a. INSPECTION Destinat		b. ACCEPTANCE Destinati			· · · · · · · · · · · · · · · · · · ·				······································					-
	<del></del>				17. SCHEDULE (See		Reject	<del>,                                      </del>			······································			•
ITEM NO.			(b)	ES		QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	*	OUNT (f)		ACCE	NTITY EPTED g)	: -
	The to entit is \$3° order Melis	Number: 1129473 otal estimated of led "Coal Mine I7,718 for 380 latis fully funded sa Weitz.	cost fo Invente abor he	ory S ours.	upport 2011" This task	n n n n n n n n n n n n n n n n n n n								
	18. SHIP	PING POINT			19. GROSS SHIPPING W	VEIGHT		20. INVOICE NO.					17(h) TOTAL (Cont. pages)	
				21	1. MAIL INVOICE TO:							ĺ	<b>4</b>	
SEE BILLING								\$37,	\$37,718.00			7		
INSTRUCTIONS ON REVERSE	BUCTIONS b. STREET ADDRESS US Environmental Protection					-						17(i) GRAND TOTAL		
	c. CITY Du	ırham				d. STA	- 1	e. ZIP CODE 27711	\$3/,	\$37,718.00				
22. UNITED S	STATES O A BY <i>(Sigi</i>							23. NAME (Typed)  Margaret  TITLE: CONTRACTIN		FICER		•		

IMPORTANT: Mark all packages and papers with contract and/or order numbers

DATE OF ORDER CONTRACT NO. ORDER NO. EP-W-10-019 0005 04/08/2011 ITEM NO. SUPPLIES/SERVICES QUANTITY UNIT UNIT **AMOUNT** QUANTITY ACCEPTED ORDERED PRICE (d) (g) (a) (c) (e) TOPO: Katherine Sibold Admin Office: HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460 Period of Performance: 04/08/2011 to 09/30/2011 37,718.00 0001 Coal Mine Inventory Support 2011 Accounting Info: 11-12-B-58F7-105A46C-2505-1158FC1204-0 01 BFY: 11 EFY: 12 Fund: B Budget Org: 58F7 Program (PRC): 105A46C Budget (BOC): 2505 DCN - Line ID: 1158FC1204-001 Funding Flag: Complete Funded: \$37,718.00

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$37,718.00

AMENDMENT OF SOLICITATION/MODIFIC	ATION OF CONTRA	CT	1. CONTRACT ID CODE	1 2
2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4	. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
001	09/20/2011			
S. ISSUED BY CODE	HPOD		7. ADMINISTERED BY (If other than Item 6)	CODE HPOD
HPOD US Environmental Protection Headquarters Procurement Ope Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460	rations	T F	HPOD JS Environmental Protec Headquarters Procuremen Ariel Rios Building 1200 Pennsylvania Avenu Washington DC 20460	nt Operations
NAME AND ADDRESS OF CONTRACTOR (No., street	, county, State and ZIP Code)	I .	TO AMENDMENT OF COLICITATION NO	
ASTERN RESEARCH GROUP INC Lttn: NA 10 HARTWELL AVENUE exington MA 02421		X	9B. DATED (SEE ITEM 11)	DER NO.
CODE 112947395	FACILITY CODE		04/08/2011	
-	11. THIS ITEM ONLY	APPLIES TO AM	ENDMENTS OF SOLICITATIONS	
THE PLACE DESIGNATED FOR THE RECEIPT OF C virtue of this amendment you desire to change an offe to the solicitation and this amendment, and is received 12. ACCOUNTING AND APPROPRIATION DATA (If req See Schedule	r already submitted, such prior to the opening hour	change may be n	nade by telegram or letter, provided each tele	
13. THIS ITEM ONLY APPLIES TO M	ODIFICATION OF CONTR	ACTS/ORDERS.	IT MODIFIES THE CONTRACT/ORDER NO.	AS DESCRIBED IN ITEM 14.
	CT/ORDER IS MODIFIED I IN ITEM 14, PURSUANT	TO REFLECT TH	HANGES SET FORTH IN ITEM 14 ARE MAD HE ADMINISTRATIVE CHANGES (such as chority OF FAR 43.103(b).	
D. OTHER (Specify type of modification	and authority)			
X Mutual Agreement of	**			
. IMPORTANT: Contractor X is not,	is required to sign this	s document and r	eturn 0 copies to the	e issuing office.
4. DESCRIPTION OF AMENDMENT/MODIFICATION (UNS Number: 112947395) The purpose of this modificate of 30 November 2011, at no colors (COPO: Katherine Sibold Max E.	tion is to ex	tend the	period of performance.	
eason for Modification: Other of the Performance End Date on tracting Officer changed	te changed fr from Margaret	om 30-SEI Kline to	P-11 to 30-NOV-11 o Faye Sas.	
Maximum Potential Expiration	Date changed	to: 1	1/30/2011	
ontinued Except as provided herein, all terms and conditions of th	e document referenced in	Item 9A or 10A	as heretofore changed, remains unchanged a	and in full force and effect.
5A. NAME AND TITLE OF SIGNER (Type or print)	o accument relevanced in		16A. NAME AND TITLE OF CONTRACTING Faye Sas	
15B. CONTRACTOR/OFFEROR	15C. DA	TE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
				09/20/2011
(Signature of person authorized to sign)			(Signature of Contracting Officer,	)
NSN 7540-01-152-8070				STANDARD FORM 30 (REV. 10-83) Prescribed by GSA

Prescribed by GSA FAR (48 CFR) 53.243

 CONTINUATION SHEET
 REFERENCE NO. OF DOCUMENT BEING CONTINUED
 PAGE
 OF

 EP-W-10-019/0005/001
 2
 2

M NO.	SUPPLIES/SERVICES	QUANTITY		UNIT PRICE	AMOUNT
A)	(B)	(C)	(D)	(E)	(F)
	CHANGES FOR LINE ITEM NUMBER: 1				
	End Date changed from 30-SEP-11 to 30-NOV-11			1	
	Delivery Location Code: OAR/OAP/CCD				
	OAR/OAP/CCD		1		
	US Environmental Protection Agency		{		
	1200 Pennsylvania Avenue NW		]		
	Mail Code: 62107J	1			
	OAP/CCD				
	Washington DC 20460 USA				
	Payment:				
	RTP Finance Center				
	US Environmental Protection Agency				
	RTP-Finance Center (D143-02)				
	109 TW Alexander Drive				
	Durham NC 27711				
	FOB: Destination				
	Period of Performance: 04/08/2011 to 11/30/2011			1	
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AMENDMENT OF SOLICITATION/MODIFI	CATION OF C	ONTRACT		1. CONTRACT ID CODE	PAGI	e OF PAGES
2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE	DATE	4. RE	QUISITION/PURCHASE REQ. NO.	5. PROJEC	T NO. (If applicable)
002	04/12/20	113				
6. ISSUED BY CODI		<del> </del>	7. A	OMINISTERED BY (If other than Item 6)	CODE	
HPOD US Environmental Protection Headquarters Procurement Op Ariel Rios Building 1200 Pennsylvania Avenue, N Washington DC 20460	Agency perations				<u> </u>	
8. NAME AND ADDRESS OF CONTRACTOR (No., str.	eet, county, State and	ZIP Code)	( 9.	A. AMENDMENT OF SOLICITATION NO.		· · · · · · · · · · · · · · · · · · ·
EASTERN RESEARCH GROUP INC Attn: NA 110 HARTWELL AVENUE Lexington MA 02421	ee, county, state and		9 x 11 C	B. DATED (SEE ITEM 11)  0A. MODIFICATION OF CONTRACT/ORDER N 1P-W-10-019  0005  0B. DATED (SEE ITEM 13)	0.	
CODE 112947395	FACILITY COL	DE		04/08/2011		
<u> </u>	11. THIS ITE	M ONLY APPLIES TO A	MENC	MENTS OF SOLICITATIONS		
separate letter or telegram which includes a referen THE PLACE DESIGNATED FOR THE RECEIPT O virtue of this amendment you desire to change an o to the solicitation and this amendment, and is received.	copies of the amen ce to the solicitatio F OFFERS PRIOR ffer already submit red prior to the ope	dment; (b) By acknowledg n and amendment numbe TO THE HOUR AND DA ted, such change may be	lging reers. F ATE SI e made	eceipt of this amendment on each copy of the of AILURE OF YOUR ACKNOWLEDGEMENT TO PECIFIED MAY RESULT IN REJECTION OF YO	fer submitted; BE RECEIVE DUR OFFER.	or (c) By ED AT If by
12. ACCOUNTING AND APPROPRIATION DATA (If I	required)	Net	De	crease: -5	\$88.74	
See Schedule	MODIFICATION O	E CONTRACTS/ORDERS	S IT	MODIFIES THE CONTRACT/ORDER NO. AS DE	SCRIBED IN	ITEM 14
	ACT/ORDER IS M TH IN ITEM 14, PU	ODIFIED TO REFLECT T URSUANT TO THE AUTH	THE A	IGES SET FORTH IN ITEM 14 ARE MADE IN T  ADMINISTRATIVE CHANGES (such as changes Y OF FAR 43.103(b).  RITY OF:		
D. OTHER (Specify type of modification	on and authority)					
X   Mutual Agreement						<del></del>
E. IMPORTANT: Contractor  is not.		o sign this document and			_	
14 DESCRIPTION OF AMENDMENT/MODIFICATION DUNS Number: 112947395 The purpose of this modification is not the purpose of the pur		-		•		mated
cost to \$37,629.26. Contr TOPO: Katherine Sibold Max CHANGES FOR ACCOUNTING CODE 11-12-B-58F7-105A46C-2505	Expire Date: -1158FC12	te: 11/30/201 04-001	11			
Account code changed from 1 11-12-B-58F7-105A46C-2505 Amount changed from \$37,718	-1158FC12	04-001	505-	-1158FC1204-001 to		
Continued  Except as provided herein, all terms and conditions of	the document refe	renced in Item QA or 10A	400	eretofore changed remains unchanged and in fi	ill force and a	offect
15A. NAME AND TITLE OF SIGNER (Type or print)	the document refe	renced in Rem ad or TOA.		. NAME AND TITLE OF CONTRACTING OFFICE		
, ,				rgaret Kline		
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		UNITED STATES OF AMERICA		16C. DATE SIGNED
ISS. SONTIAGIONOFFERON		100. DATE GIGNED	100	THE STATES OF AMENICA		
(Signature of person authorized to sign)			-	(Signature of Contracting Officer)		04/12/2013

CONTINUATION SHEET		PAGE (	OF.
	EP-W-10-019/0005/002	2	2

TEM NO.	SUPPLIES/SERVICES	QUANTITY		UNIT PRICE	AMOUNT
(A)	(B)	(C)	(D)	(E)	(F)
<u> </u>	Payment:				
	RTP Finance Center				
	US Environmental Protection Agency				
	RTP-Finance Center (D143-02)				1
	109 TW Alexander Drive				
	Durham NC 27711				
	FOB: Destination				
	Period of Performance: 04/08/2011 to 11/30/2011				
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		OR	DER FOR	SUP	PLIES OR SERVI	CES	, , , , , , , , , , , , , , , , , , , ,				PAGE	OF PAGES			
IMPORTANT:	Mark all	packages and papers with	contract and	or ord	er numbers.						] 1		3		
1. DATE OF ORD	DER	2. CONTRACT NO. (If any)				6. SHIP TO:									
09/29/201		EP-W-10-019				a. NAME	OF CO	NSIGNEE							
3. ORDER NO. 0006	.,		4. REQUISIT		EFERENCE NO. 1e	OAR/OAP/CCD									
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Headquarters Procurement Operations						b.STREET ADDRESS US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code: 62107J OAP/CCD									
Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460						c. CITY  Washington  d. STATE e. ZIP CODE 20460									
7. TO: NA						f. SHIP VI	A		-			<u> </u>			
a. NAME OF COMEASTERN		RCH GROUP INC						8. T	YPE OF ORDER						
b. COMPANY NA	ME					a. PUI	RCHAS	3E		X	b. DELIVER	·			
c.STREET ADDRESS 110 HARTWELL AVENUE						REFEREN	NCE Y	OUR:		reve to in only	ept for billing erse, this delive estructions con of this form a	very order is a ntained on the and is issued	subject nis side i		
d. CITY Lexington	ı	······································		STATE	f. ZIP CODE 02421	and condi- this order	tions s <sub>l</sub> and on	e following on the terms pecified on both sides of the attached sheet, if a v as indicated.	f	subject to the terms and cond of the above-numbered contri					
9. ACCOUNTING See Scheo		PROPRIATION DATA	<u> </u>			10. REQU		NING OFFICE				************			
11. BUSINESS CLASSIFICATION (Check appropriate box(es))  a. SMALL  b. OTHER THAN SMALL  c. DISADVANTAGE  d. WOMEN-OWNED  e. HUBZone  f. EMERGING SM BUSINESS					c. DISADVANTAGED  f. EMERGING SMALI BUSINESS  4. GOVERNMENT B/L N	) [	g. SI D VI	ERVICE- SABLED ETERAN- WNED 15. DELIVER TO F.O.		stination					
a.INSPECTION Destinat:	ion	b. ACCEPTANCE Destinati			A. COVERNMENT DIE IV	<b>.</b>		ON OR BEFORE (D			101 51 50 50				
				<u>'</u> -	17. SCHEDULE (See	reverse for	Reject	ions)							
ITEM NO.			OR SERVICES	3		QUANTITY ORDERED (c)		UNIT PRICE (e)					ANTITY EEPTED (g)		
1 5 1	New ta EP-W-1 States for Co Utili:	Number: 1129473 ask order award 10-019 for task ment of Work - I bal Mine Methand zation Projects nued	under of 2 only Pre-Fease Recover	und sibi ery	er the lity Studies and	3									
	18. SHIP	PING POINT			19. GROSS SHIPPING V	VEIGHT		20. INVOICE NO.					17(h) TOTAL (Cont.		
				21	. MAIL INVOICE TO:			· · · · · · · · · · · · · · · · · · ·					pages)		
SEE BILLING	a. NAME	RTP	Financ	e Ce	nter				\$98,	449	.53		•		
ON REVERSE (or P.O. Box)  b. STREET ADDRESS (or P.O. Box)  US Environmental Protection (D143-109 TW Alexander Drive					enter (D143-0	02)		90 000	\$98,	\$98,449.53			17(i) GRAND TOTAL		
	c. CITY Du	rham				d. STA		e. ZIP CODE 27711							
22. UNITED S AMERICA								23. NAME (Typed) Faye Sas TITLE: CONTRACTIN	IG/ORDERING O	FFICE	≣R				

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

 DATE OF ORDER
 CONTRACT NO.
 ORDER NO.

 09/29/2011
 EP-W-10-019
 0006

TEM NO.	SUPPLIES/SERVICES	QUANTITY		UNIT PRICE	AMOUNT	QUANTITY ACCEPTED
(a)	(b)	(c)	(d)	(e)	<b>(f</b> )	(g)
	Global Methane Initiative. The total estimated cost for task order 6 is					
	\$163,693.00 with a total level of effort of		1			
	960 direct labor hours to complete two		1			
	pre-feasibility studies: one in Kazakhstan,					
	and one in Russia. Incremental funding is		l			
	obligated in the amount of \$98,499.53, with	i				
	\$65,193.47 remaining in order to fully fund					
	this task order. Contractor incurred					
	expenses cannot exceed the obligated amount	İ				
	of \$98,499.53.					
	TOPO: FELICIA RUIZ Max Expire Date: 09/30/2012					
	Admin Office:					
	HPOD					
	US Environmental Protection Agency Headquarters Procurement Operations					
	Ariel Rios Building					
	1200 Pennsylvania Avenue, NW					
	Washington DC 20460					
	Accounting Info:					
	11-12-B-58F4-105A46CP4-2505-1158FC1468-001					
	BFY: 11 EFY: 12 Fund: B Budget Org: 58F4					
	Program (PRC): 105A46CP4 Budget (BOC): 2505					
	DCN - Line ID: 1158FC1468-001					
	Period of Performance: 10/01/2011 to					
	09/30/2012					
01	New task order award to complete two				98,449.53	
· -	pre-feasibility studies for Coal Mine				30,110100	
	Methane Recovery and Utilization Projects					
	in support of GMI: one in Kazakhstan and					
	one in Russia.					
	Requisition No: PR-OAR-11-02687					
					·	
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					]	
					\$98,449.53	

AMENDMENT OF SOLICITATION/MODIFIC	ATION OF CONTRACT		1. CONTRACT ID CODE	PA	GE OF PAGES
					1 3
2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE		QUISITION/PURCHASE REQ. NO. Schedule	5. PROJE	ECT NO. (If applicable)
001 6. ISSUED BY CODE	08/13/2012			CODE I	
6. ISSUED BY CODE	HPOD	/. AU	MINISTERED BY (If other than Item 6)	CODE [	HPOD
HPOD	_	HPO			
US Environmental Protection	-	I	Environmental Protect	•	
Headquarters Procurement Ope Ariel Rios Building	rations	I	dquarters Procurement el Rios Building	- Operati	.ons
1200 Pennsylvania Avenue, NW	I	1	O Pennsylvania Avenue	e, NW	
Washington DC 20460		I	hington DC 20460	-,	
8. NAME AND ADDRESS OF CONTRACTOR (No., stree	t, county, State and ZIP Code)	(x) 9A	. AMENDMENT OF SOLICITATION NO.		
TACHDAN DECEADON CDOND THE					
EASTERN RESEARCH GROUP INC		98	. DATED (SEE ITEM 11)		
llo Hartwell Avenue					
Lexington MA 02421					
ickington im ozazi		X   10	A. MODIFICATION OF CONTRACT/ORD P-W-10-019	ER NO.	
			006		
			B. DATED (SEE ITEM 13)		
CODE 112947395	FACILITY CODE	—— I d	9/29/2011		
112947393	11. THIS ITEM ONLY APPLIE	1 1			
The above numbered solicitation is amended as set for				extended,	is not extended.
virtue of this amendment you desire to change an offe to the solicitation and this amendment, and is received 12. ACCOUNTING AND APPROPRIATION DATA (If rec	d prior to the opening hour and da	ate specified.		\$65,243	
See Schedule	idirody	Net Inc	crease:	\$65,243	• 4 /
13. THIS ITEM ONLY APPLIES TO M	ODIFICATION OF CONTRACTS/	ORDERS. IT M	ODIFIES THE CONTRACT/ORDER NO. A	S DESCRIBED I	N ITEM 14.
	CT/ORDER IS MODIFIED TO RE H IN ITEM 14, PURSUANT TO TH	FLECT THE ALL HE AUTHORITY	GES SET FORTH IN ITEM 14 ARE MADE OMINISTRATIVE CHANGES (such as cha ( OF FAR 43.103(b).		
C. THIS SUPPLEMENTAL AGREEMEN	1 13 ENTERED INTO PORSOAN	VI TO AUTHOR	III OF.		
D. OTHER (Specify type of modification	and authority)				
X FAR Subpart 43.105					
E. IMPORTANT: Contractor X is not,	is required to sign this docun	ment and return	O copies to the is	ssuing office.	
14. DESCRIPTION OF AMENDMENT/MODIFICATION DUNS Number: 112947395	(Organized by UCF section head	lings, including	solicitation/contract subject matter where	feasible.)	
The purpose of this modifica	tion is to obliga	ate the	last increment of fur	nding in	the amount
of \$65,243.47 in order to fu	lly fund this tas	sk order	at a total estimated	d cost of	
\$163,693.00. Contractor incu	rred expenses car	nnot exc	eed the obligated amo	ount of \$	163,693.00.
TOPO: FELICIA RUIZ Max Expir	e Date: 09/30/203	12			
LIST OF CHANGES:					
Reason for Modification : Fu	nding Only Action	n			
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New Total Amount for this Ve					
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Except as provided herein, all terms and conditions of the	e document referenced in Item 9.	A or 10A, as he	retofore changed, remains unchanged an	d in full force and	I effect.
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/		(6)	(5)	(11)	(2)
	New Total Obligated Amount for this Award: \$163,693.00				
	CHANGES FOR LINE ITEM NUMBER: 1				
	Total Amount changed				
	from \$98,449.53 to \$163,693.00				
	Obligated Amount for this modification: \$65,243.47				
	, , , , , , , , , , , , , , , , , , ,				to the
	CHANGES FOR DELIVERY LOCATION: OAR/OAP/CCD				
	Amount changed from \$98,449.53 to \$163,693.00				
	NEW ACCOUNTING CODE ADDED:				
	Account code:				
	12-13-B-58F4-101A46XP4-2505-1258FC2641-001				
	Beginning FiscalYear 12				
	Ending Fiscal Year 13				
	Fund (Appropriation) B				
	Budget Organization 58F4				
	Quantity: 0 Amount: \$65,243.47				
	Percent: 66.27098				
	Subject To Funding: N				
	Payment Address:				
	RTP Finance Center				
	US Environmental Protection Agency				
	RTP-Finance Center (D143-02)				
	109 TW Alexander Drive				
	Durham NC 27711				
	Delivery Location Code: OAR/OAP/CCD				
	OAR/OAP/CCD				
	US Environmental Protection Agency 1200 Pennsylvania Avenue NW				
	Mail Code: 62107J				
	OAP/CCD				
	Washington DC 20460 USA				
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	RTP Finance Center				
	US Environmental Protection Agency			•	
	RTP-Finance Center (D143-02)				
	109 TW Alexander Drive				
	Durham NC 27711				
	FOB: Destination				
	Period of Performance: 10/01/2011 to 09/30/2012				
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1200 Pennsylvania Avenue, NW			12	00 Pennsylvania Avenue,	NW			
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EASTERN RESEARCH GROUP INC								
Attn: NA			1	9B. DATED (SEE ITEM 11)			——————————————————————————————————————	
110 HARTWELL AVENUE								
Lexington MA 02421				IOA. MODIFICATION OF CONTRACT/ORDER I	<u></u>			
-			x j	EP-W-10-019	NO.			
	*		-	0006				
			ŀ	IOB. DATED (SEE ITEM 13)				
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	11. THIS IT	EM ONLY APPLIES TO A	MEN	DMENTS OF SOLICITATIONS				
The above numbered solicitation is amended as set for	<del></del>				ended.	is not ex	tended.	
virtue of this amendment you desire to change an offe to the solicitation and this amendment, and is received  12. ACCOUNTING AND APPROPRIATION DATA (If req. See Schedule  13. THIS ITEM ONLY APPLIES TO M	I prior to the ope	ening hour and date specif	fied.	MODIFIES THE CONTRACT/ORDER NO. AS DI				
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C. THIS SUPPLEMENTAL AGREEMEN	T IS ENTERED	INTO PURSUANT TO AU	JTHC	PRITY OF:				
D. OTHER (Specify type of modification	and authority)							
X Mutual Agreement of		ies						
E. IMPORTANT: Contractor 🗵 is not,		to sign this document and	retu	n 0 copies to the issuir	na office			
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The purpose of this modification	tion is	to extend the	מ פ	eriod of performance of	this	task	order	
to 31 May 2013, at no cost to				orror or borrormanoe or	01120		3-4.3-	
TOPO: FELICIA RUIZ Max Expir	_							
<del>-</del>	e Date.	03/31/2013						
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Reason for Modification : Ot								
Period Of Performance End Da								
Maximum Potential Expiration		anged to: 0	15/	31/2013				
CHANGES FOR LINE ITEM NUMBER								
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Except as provided herein, all terms and conditions of the	e document refe	erenced in Item 9A or 10A,		· <del></del>				
15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)						
			Fa	aye Sas				
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		B. UNITED STATES OF AMERICA		160	. DATE SIGNED	
(Signature of person authorized to sign)			-	(Signature of Contracting Officer)		-   0 :	9/26/2012	
(organization of porson authorized to sight)		<u> </u>	J	(Olghana at Contracting Circot)				

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(A)	(B)	(C)	(D)	(E)	(F)
	Delivery Location Code: OAR/OAP/CCD				
	OAR/OAP/CCD				
	US Environmental Protection Agency				
	1200 Pennsylvania Avenue NW Mail Code: 62107J				
	OAP/CCD				
	Washington DC 20460 USA				
	washington be 20400 obt				
	Payment:				
	RTP Finance Center				
	US Environmental Protection Agency				
	RTP-Finance Center (D143-02)				
	109 TW Alexander Drive				
	Durham NC 27711				
	FOB: Destination				
	Period of Performance: 10/01/2011 to 05/31/2013				
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Washington DC 20460							
8. NAME AND ADDRESS OF CONTRACTOR (No., street EASTERN RESEARCH GROUP INC Attn: NA 110 HARTWELL AVENUE Lexington MA 02421	, county, State and		(x) x	9A. AMENDMENT OF SOLICITATION NO.  9B. DATED (SEE ITEM 11)  10A. MODIFICATION OF CONTRACT/ORDER NEP-W-10-019  0006  10B. DATED (SEE ITEM 13)	O.		
CODE 112947395	FACILITY COL	DE		09/29/2011			
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C. THIS SUPPLEMENTAL AGREEMEN  D. OTHER (Specify type of modification		INTO PURSUANT TO AL	JTH	ORITY OF:			
X Mutual Agreement	and admonty)						
E. IMPORTANT: Contractor 🗵 is not,	□ is required t	o sign this document and	reti	urn O copies to the issuing	office		
14. DESCRIPTION OF AMENDMENT/MODIFICATION DUNS Number: 112947395 The purpose of this modifica COR: Jayne Somers 202-343-98 Alt COR: Felicia Ruiz 202-34 TOPO: FELICIA RUIZ Max Expir	(Organized by U tion is 96 3-9129	CF section headings, inci	ludii	ng solicitation/contract subject matter where feasi	ble.)		
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(Signature of person authorized to sign)			-	(Signature of Contracting Officer)		04/13/2013	

NSN 7540-01-152-8070 Previous edition unusable STANDARD FORM 30 (REV. 10-83) Prescribed by GSA FAR (48 CFR) 53.243

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EM NO.	SUPPLIES/SERVICES	QUANTITY		UNIT PRICE	AMOUNT
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	Payment: RTP Finance Center				
	US Environmental Protection Agency				
	RTP-Finance Center				
	Mail Drop D143-02				
	109 TW Alexander Drive				
	Durham NC 27711				
	Period of Performance: 10/01/2011 to 08/31/2013				
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Washington DC 20460		100.44	TO AMENDMENT OF COLICITATION NO	
8. NAME AND ADDRESS OF CONTRACTOR (No., stree EASTERN RESEARCH GROUP INC Attn: NA 110 HARTWELL AVENUE Lexington MA 02421	t, county, State and 2	(X	9B. DATED (SEE ITEM 11)	10.
CODE 112947395	FACILITY CODE	<b>=</b>	09/29/2011	
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CHECK ONE  A. THIS CHANGE ORDER IS ISSUED I ORDER NO. IN ITEM 10A.  B. THE ABOVE NUMBERED CONTRAL appropriation date, etc.) SET FORTI	quired)  IODIFICATION OF  PURSUANT TO: (3)	CONTRACTS/ORDERS.  Specify authority) THE C	IT MODIFIES THE CONTRACT/ORDER NO. AS DE HANGES SET FORTH IN ITEM 14 ARE MADE IN THE ADMINISTRATIVE CHANGES (such as changes PRITY OF FAR 43.103(b).	HE CONTRACT
X C. THIS SUPPLEMENTAL AGREEMEN		NTO PURSUANT TO AUT	HORITY OF:	
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As of 27 August 2013, Compas obligated funds.	s Data Wa	rehouse showe	ed approximately \$29,784.6	6 in unexpended
COR: Jayne Somers 202-343-98 Alt COR: Felicia Ruiz 202-34 TOPO: FELICIA RUIZ Max Expir	3-9129	5/31/2013		
Continued  Except as provided herein, all terms and conditions of the	he document refere	enced in Item 9A or 10A.	as heretofore changed, remains unchanged and in fu	배 force and effect.
15A. NAME AND TITLE OF SIGNER (Type or print)			16A.NAME AND TITLE OF CONTRACTING OFFICE Margaret Kline	
15B. CONTRACTOR/OFFEROR	T <sub>1</sub>	5C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)			(Signature of Contracting Officer)	08/27/2013

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ITEM NO.	SUPPLIES/SERVICES	QUANTITY		UNIT PRICE	AMOUNT
(A)	(B)	(C)	(D)	(E)	(F)
	Payment:				
	RTP Finance Center				
	US Environmental Protection Agency				
	RTP-Finance Center				
	Mail Drop D143-02				
	109 TW Alexander Drive				
	Durham NC 27711				
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1. DATE OF OR	DER	2. CONTRA	CT NO. (If any)							6. SHIP TO:		
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	***************************************					17. SCHEDULE (Se	e reverse for	Rejec	tions)			
ITEM NO. (a)			SUPPLIES C	R SERVIC	ES		QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMO!		QUANTITY ACCEPTED (g)
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**SCHEDULE - CONTINUATION** IMPORTANT: Mark all packages and papers with contract and/or order numbers. DATE OF ORDER CONTRACT NO. ORDER NO. 0007 EP-W-10-019 12/19/2011 QUANTITY UNIT AMOUNT ITEM NO. SUPPLIES/SERVICES UNIT QUANTITY ORDERED PRICE ACCEPTED (d) (f) (a) (c) (e) (g) completion date of September 30, 2012. COR: Jayne Somers/Alt COR: Pamela Franklin. TOPO: JAYNE SOMERS Max Expire Date: 09/30/2012 Admin Office: HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460 Period of Performance: 12/19/2011 to 09/30/2012 0001 27,041.00 Program Management Task Order for Coalbed Methane Outreach Program Requisition No: PR-OAR-12-00366 Accounting Info: 12-13-B-58F4-101A46-2505-1258FC2508-00 1 BFY: 12 EFY: 13 Fund: B Budget Org: 58F4 Program (PRC): 101A46 Budget (BOC): 2505 DCN - Line ID: 1258FC2508-001 Funding Flag: Complete Funded: \$27,041.00

\$27,041.00

# Coalbed Methane Outreach Program Task Order Contract EP-W-10-019

# STATEMENT OF WORK:

Program Management for Coalbed Methane Outreach Program

### I. BACKGROUND

The U.S. EPA Coalbed Methane Outreach Program works with coal mines in the U.S. and internationally to encourage the economic use of the coal mine methane (CMM) gas that is otherwise vented to the atmosphere. This contract will support the Coalbed Methane Outreach Program in its efforts to reduce CMM emissions. The contract includes a provision to award task orders to provide maintenance of monthly progress reports and to support on-call program management and open lines of communication.

The period of performance for this task order is from the date of approval through September 30, 2012. Activities listed in this task order are not duplicative with activities under other coal mine methane program task orders.

### II. OBJECTIVE

The objective of this task order is to maintain a monthly progress report and support an on-call Program Manager and open lines of communication.

# III. SCOPE

The work outlined under this task order is consistent with contract clauses B. 4 (Program Management), F. 3 (Monthly Progress Report), and F. 4 (Working Files).

# IV. TASK DESCRIPTIONS

This task order has one (1) task with two (2) subtasks, listed and described below:

Task 1:Program Management

# Subtask 1: Maintenance of Monthly Progress Report and Working Files

Instructions for completion of the monthly progress report are referenced in Section F. 3, Monthly Progress Report. Instructions for completion of working files are references in Section F. 4, Working Files.

# **Subtask 2: Maintaining Lines of Communication**

At the request of either the Government or the Contractor, meetings shall be held to discuss the overall progress on the contract. These discussions shall normally be conducted via conference call. However, the Government reserves the right to hold some meetings in Washington, D.C.

The contractor shall maintain the capability to respond to requests for information from the Government concerning issues of contract management, including overall progress on the contract, trouble shooting, and other contract-level issues. General issues will be discussed during the regularly scheduled conference calls, but under certain circumstances, there may be an urgent need to address specific issues or to provide nonroutine type information.

# V. PLACE OF PERFORMANCE

The work performed under this Task Order will involve on-site office work, with the possibility of some local travel.

# VI. PERIOD OF PERFORMANCE

The period of performance for all tasks completed under this Task Order is from the date award to September 30, 2012. Extensions to this period of performance will not be granted except in the case of extenuating circumstances.

AMENDME	NT OF SOLICITATION/MODIFIC	ATION OF C	ONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES	
2. AMENDMEI	NT/MODIFICATION NO.	3. EFFECTIVE	DATE	4. RE	QUISITION/PURCHASE REQ. NO.	5. PRC	JECT NO. (If applicable)	
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	ton DC 20460				hington DC 20460  A AMENDMENT OF SOLICITATION NO.			
8. NAME AND	ADDRESS OF CONTRACTOR (No., street	r, county, State and	1 ZIP Code)	(x) 9/	A AMENDMENT OF SOCIOTATION NO.			
EASTERN	RESEARCH GROUP INC							
Attn: NA	1			98	B. DATED (SEE ITEM 11)			
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NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP INC

rem no. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

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0001	completion date of 30 September 2012. TOPO: FELICIA RUIZ Max Expire Date: 09/30/2012 Admin Office: HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460 Accounting Info: 12-13-B-58F4-101A46XP4-2505-1258FC2511-001 BFY: 12 EFY: 13 Fund: B Budget Org: 58F4 Program (PRC): 101A46XP4 Budget (BOC): 2505 DCN - Line ID: 1258FC2511-001 Period of Performance: 01/03/2012 to 09/30/2012 New task order under contract EP-W-10-019 for support of international activities through the Global Methane Initiative. Requisition No: PR-0AR-12-00400				86,651.00	
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# Coalbed Methane Outreach Program Task Order Contract Number EP-W-10-019

#### STATEMENT OF WORK:

Support for CMOP's International Activities through the Global Methane Initiative

# I. BACKGROUND

The U.S. EPA Coalbed Methane Outreach Program (CMOP) works with coal mines in the U.S. and internationally to encourage the economic use of coal mine methane (CMM) gas that is otherwise vented to the atmosphere. Through this task order, EPA is requesting technical and outreach support for the general advancement and development of international CMM projects under the auspices of the Global Methane Initiative (formerly Methane to Markets Partnership; hereafter referred to as "GMI").

Methane is both the primary constituent of natural gas and a potent greenhouse gas when released to the atmosphere. Reducing emissions can yield substantial economic and environmental benefits. The implementation of available, cost-effective methane emission reduction opportunities in the coal industry can lead to improved mine safety, greater mine productivity, and increased revenues.

Methane is produced from mining activities in underground coal mines, at surface coal mines, and as a result of post-mining activities including coal processing, storage and transportation. Underground mines are the single largest source of CMM emissions in most countries. Globally, CMM accounts for about 8% of total methane emissions from human activities.

The Global Methane Initiative is an international, public-private initiative that was launched in 2004 (as the Methane to Markets Partnership) with several key objectives: to reduce global methane emissions, to enhance economic growth, to promote energy security, to improve the environment, and to reduce greenhouse gas emissions. The initiative focuses on cost-effective, near-term methane recovery and use as a clean energy source. GMI is a collaborative effort between developed countries, developing countries, and countries with economies in transition, together with strong participation from the private sector. There are now more than 40 partner countries, and over 1000 participating non-government entities. The Global Methane Initiative targets five major methane sources: landfills, coal mines, natural gas and oil systems, agriculture / manure management systems, and wastewater. By building international relationships, the GMI promotes opportunities to mitigate fugitive emissions and bring otherwise-wasted methane gas to commercial markets. For more on GMI and its activities in the coal mining sector, see http://www.globalmethane.org

US EPA is the lead US Government Agency implementing US activities through the GMI. EPA works with her sister agencies including the US Department of State, the US Agency for International Development, the US Department of Energy, and the US Trade & Development Agency. Within the coal sector, EPA's Coalbed Methane Outreach Program (CMOP) leads the activities of the US through the Coal Subcommittee. Currently, CMOP staff members serve as Co-Chair of the Coal Subcommittee and official delegates to the Subcommittee. CMOP is actively engaged in planning Subcommittee meetings and workshops, developing informational work products, and supporting CMM project development in partner countries.

Through this Task Order, EPA is seeking contractor support to provide technical and analytic assistance for the activities of the GMI Coal Subcommittee as well as EPA's initiatives to support the aims of the GMI through activities that support CMM in specific partner countries.

EPA has identified several countries that are of high priority for reducing CMM emissions: China, India, Ukraine, and Russia. EPA is also interested in helping to support the reduction of CMM emissions in other countries including Kazakhstan, Mongolia, Poland and Turkey. EPA is evaluating the potential for CMM project opportunities in other countries such as Colombia, Mexico and Vietnam.

The period of performance for this task order is from the date of approval through September 30, 2012.

Although this scope of work is broad and describes a set of general activities to be undertaken that may be very similar to general activities described in other task orders, actual contractor activity under this task order will be driven by technical direction of the Task Order Project Officer, which will specify a subset of these activities that will be more focused and specialized.

Activities listed in this task order statement of work are not duplicative with activities under other CMOP task orders.

#### II. OBJECTIVE

The objective of this task order is to provide EPA with the technical, analytical, and outreach support to advance CMOP's international activities that support the aims of the Global Methane Initiative and specifically the Coal Subcommittee. EPA requests the following types of support:

- (1) Development of information and information work products;
- (2) Logistical support, including travel support for delegates to participate in critical workshops or meetings and support for CMOP in planning GMI meetings or activities.
- (3) Technical, analytic, and capacity-building support to promote CMM project opportunities in key partner countries.
- (4) Support for implementation and dissemination of the "Best Practices" guidance document for international coal mine methane degasification, recovery, and use that was developed jointly by EPA and others under the auspices of the Global Methane Initiative in collaboration with the United Nations Economic Commission for Europe (UNECE).

#### III. SCOPE

The work outlined under this task order is consistent with the following sections under the contract Statement of Work: 1.2.1, 1.2.2, 1.2.3, and 1.2.4.

#### IV. TASK DESCRIPTIONS

This task order has one (1) Task, consisting of four (4) subtasks, listed and described below.

As directed by the TOPO, for each deliverable under this Task, the contractor shall prepare a draft deliverable following receipt of a Technical Direction (TD) from the TOPO or Alternate TOPO (hereafter collectively referred to as TOPO) for TOPO review and comment. The contractor shall incorporate TOPO comments into the deliverables, perform additional information gathering as required, and submit a final deliverable to the TOPO.

# Task 1: Technical, Analytic, and Logistical Support for CMOP's International Activities to Support the Global Methane Initiative (GMI)

Under this Task, the contractor shall provide technical and logistical support for the activities of the Global Methane Initiative Coal Subcommittee.

Specifically, EPA requests the following types of support:

# Subtask (1): Develop or support development of information and information work products

This subtask consists of development, technical review, and updating of Subcommittee work products such as newsletters, website content / formatting, the global CMM projects database, the "Global Overview" of key coal-producing countries, or other reports or analytical work. As directed by the TOPO, the contractor shall conduct critical technical reviews of such work products. For each work product reviewed, the contractor shall prepare a brief memorandum describing recommended changes or improvements, if any, to the work product.

# Subtask (2): Provide logistical support for GMI activities

Under this Subtask, as directed by the TOPO, the contractor shall provide logistical support to CMOP for Partnership activities, including the following:

- a) Provide logistical support for GMI meetings, workshops, trainings, or other activities, as directed by the TOPO. This support may include helping to develop a detailed agenda, including contacting potential speakers or developing presentations or materials for the coal sector agenda.
- b) Provide travel support for delegates to participate in critical workshops or meetings and support for CMOP activities. The subcontractor may also be requested to facilitate travel arrangements and provide travel support for delegates from developing countries or countries with economies in transition to participate in critical GMI meetings or workshops.
- c) Participate in GMI meetings or activities. The contractor shall also participate in the Coal Subcommittee meeting(s) or workshops as requested / directed by the TOPO including preparing and delivering presentations.
- d) Provide translation of key documents or work products. The contractor may be requested to provide assistance in facilitating the translation of documents developed through the Global Methane Initiative. This might include the translation of pre-feasibility and/or feasibility studies from English to the host-country language, as well as the translation of fact sheets, and presentations.

# Subtask (3): Provide support to promote CMM project development in GMI countries

Under this Subtask, as directed by the TOPO, the contractor shall provide technical, analytic, and capacity-building support to promote CMM project development in key partner countries, such as India, China, Russia, Kazakhstan, and other GMI partner countries.

For each deliverable under this Task, the contractor shall prepare a draft deliverable following receipt of a Technical Direction (TD) from the TOPO or Alternate TOPO. The contractor shall incorporate TOPO comments into the deliverables, perform additional information gathering as required, and submit a final deliverable to the TOPO. This subtask would include a total of up to four (4) person-trips.

- a) Technical support for project development. As directed by the TOPO, the contractor shall provide technical support for in-country CMM project development such as project identification data-gathering, or site-specific pre-feasibility studies.
- b) Capacity building. EPA may request assistance with organizing and conducting incountry technical training, workshops, or other outreach activities. Under this Subtask, as directed by the TOPO, the contractor shall provide assistance in developing outreach and training support for partner countries such as Ukraine, Russia, India or China. EPA may request the contractor to assist foreign government or other entities with activities such as data collection, site visits, and database development. This support may include preparation for, development of, and implementation of a technical workshop for appropriate audiences that would benefit from such training to promote coal mine methane project development in that country.
- c) Technical support for or review of the activities of recipients of US EPA grants or cooperative agreements. Under this Subtask, as directed by the TOPO, the contractor shall provide technical and analytical support for grantees with specific technical assistance needs.

Subtask (4): Provide support for the GMI to disseminate results of a "Best Practices" guidance document for coal mine methane degasification, recovery, and use.

Under this Subtask, the contractor shall provide support for dissemination of "Best Practices" guide on coal mine methane degasification, recovery, and use. EPA is conducting this effort under the auspices of the Global Methane Initiative in collaboration with the United Nations Economic Commission for Europe (UNECE). See: http://www.unece.org/energy/se/cmm.html

The contractor may be asked to draft or edit accompanying documents (such as a "Summary for Policy Makers" or other outreach materials), or provide input about the most effective supporting materials to be developed (including materials to be posted on a website). Most of the work will be conducted individually with coordination and communication primarily via email and telephone. The contractor may also be requested to provide support for development or implementation of technical workshops to disseminate the results of the Best Practices document in one or more countries.

#### V. PLACE OF PERFORMANCE

The work performed under this Task Order will be primarily undertaken at the contractor's office. This Task Order may include up to four (4) international person-trips total, as directed by the TOPO.

#### VI. PERIOD OF PERFORMANCE

The period of performance for all tasks completed under this Task Order is from the date of award to September 30, 2012. Extensions to this period of performance will not be granted except in the case of extenuating circumstances.

# VII. DELIVERABLE/ DELIVERY SCHEDULE

Task	1 Deliverables	Due Date
1-1	Kickoff meeting (via teleconference as appropriate)	Within one week of receipt of TOPO TD
1-2	Trip report(s)	Within 10 days of completion of each trip
1-3	Memorandum(a) summarizing review of work products	As directed by TOPO
1-4	Draft pre-feasibility study(ies)	As directed by TOPO
1- 5	Progress reports	Biweekly conference calls, as scheduled with TOPO
1-6	Draft agenda for meeting or workshop	Within two weeks of TOPO TD
1-7	Final agenda for meeting, workshop	Within one week of TOPO comments, or as directed
1-8	Travel support for delegates to participate in GMI meetings	As directed by TOPO
1 -9	Draft materials for Best Practices dissemination	As directed by TOPO
1 – 1	C Final materials	Within two weeks of TOPO comments

# **VIII. SECURITY**

Unclassified

# IX. GOVERNMENT FURNISHED EQUIPMENT/GOVERNMENT FURNISHED INFORMATION

The U.S. EPA Task Order Project Officer will provide the contractor with any requested background information necessary to complete the task.

AMENDMENT OF SOLICITATION/MODIFIC	ATION OF CONTRAC	T	I. CONTRACT ID CODE	1 2
2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. RE	 EQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
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D. OTHER (Specify type of modification	າ and authority)			
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14. DESCRIPTION OF AMENDMENT/MODIFICATION	(Organized by UCF section	headings, includin	g solicitation/contract subject matter where fo	easible.)
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The purpose of this modifica	ation is to ext	end the p	eriod of performance o	f this task order
to 28 February 2013, at no o	ost to the gov	vernment."		
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15B. CONTRACTOR/OFFEROR	15C. DATE	E SIGNED 168	B. UNITED STATES OF AMERICA	16C. DATE SIGNED
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(Signature of person authorized to sign)			(Signature of Contracting Officer)	
NSN 7540-01-152-8070				STANDARD FORM 30 (REV. 10-83)

NSN 7540-01-152-8070 Previous edition unusable STANDARD FORM 30 (REV. 10-83) Prescribed by GSA FAR (48 CFR) 53.243

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Alt COR: Jayne Somers 202-34	3-9896				
CO: Margaret Kline 202-					
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TOPO: FELICIA RUIZ Max Expir		/2013			
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**SCHEDULE - CONTINUATION** IMPORTANT: Mark all packages and papers with contract and/or order numbers. DATE OF ORDER CONTRACT NO. ORDER NO. 0009 02/07/2012 EP-W-10-019 QUANTITY UNIT QUANTITY ITEM NO. SUPPLIES/SERVICES UNIT AMOUNT ORDERED PRICE ACCEPTED (d) (f) (g) (c) (e) (a) through its completion date of September 30, 2012. TOPO: Jayne Somers Alt TOPO: Pamela Franklin TOPO: JAYNE SOMERS Admin Office: HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460 Period of Performance: 02/07/2011 to 09/30/2012 38,418.00 0001 Analytic and Outreach Support for the Coalbed Methane Outreach Program Requisition No: PR-OAR-12-00695 Accounting Info: 12-13-B-58F4-101A46-2505-1258FC2523-00 1 BFY: 12 EFY: 13 Fund: B Budget Org: 58F4 Program (PRC): 101A46 Budget (BOC): 2505 DCN - Line ID: 1258FC2523-001 Funding Flag: Complete Funded: \$38,418.00

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

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# **Coalbed Methane Outreach Program**

# STATEMENT OF WORK:

Analytical and Outreach Support for Coalbed Methane Outreach Program

#### I. BACKGROUND

The U.S. EPA Coalbed Methane Outreach Program works with coal mines in the U.S. and internationally to encourage the economic use of the coal mine methane gas that is otherwise vented to the atmosphere. Through this task order, the EPA is requesting technical and outreach support to help identify and promote viable coal mine methane projects in the United States.

The period of performance for this task order is from the date of approval through September 30, 2012. Activities listed in this task order are not duplicative with activities under other coal mine methane program task orders.

This Scope of Work provides the overview of typical outreach and analytical tasks that the Coalbed Methane Outreach Program may require to support its domestic activities to promote coal mine methane recovery and utilization or abatement. Specific activities will be directed by the TOPO through Technical Direction.

#### II. OBJECTIVE

The objective of this task order is to provide EPA with the technical and outreach support to provide project development outreach in the U.S.

#### III. SCOPE

The work outlined under this task order is consistent with the following sections under the contract Statement of Work: 1.2.1, 1.2.2, 1.2.3, and 1.2.4.

#### IV. TASK DESCRIPTIONS

This task order has one (1) task with two (2) subtasks. A copy of any and all finalized technical direction document(s) shall be sent to the Contracting Officer. The task and two subtasks are listed and described below:

# Task 1: Analytical and Outreach Support

For each Subtask under this Task, the contractor shall prepare a draft deliverable following receipt of a Technical Direction (TD) from the TOPO or alternate TOPO (hereafter collectively referred to as TOPO) for TOPO review and comment. The contractor shall incorporate TOPO comments into the deliverable, perform additional information gathering as required, and submit a final deliverable to the TOPO.

# Subtask 1: Analyses and Technical Support for Domestic Recovery and Use of Coal Mine Methane

The contractor shall conduct data collection and provide written or verbal consultations or analyses, including memorandums, reports, and conference calls, on options and opportunities to recover and use coal mine methane. These analyses shall be succinct and clearly outline the advantages and disadvantages of the various topics considered. Up to six to eight analyses are anticipated under this task. The contractor shall conduct these analyses upon written technical direction by the TOPO.

The types of analyses may include, but are not limited to:

- 1) Financial Analyses (either conceptual, or of specific projects); or
- 2) Technical Analyses (either conceptual, or for a specific project); or
- 3) Policy Analyses (evaluating existing or potential policies)
- 4) Legal / Regulatory Analyses (evaluating the impact of existing or potential statutes or regulations).

An example of a financial analysis would be refining economic analysis associated with methane incidents as well as methane drainage and removal options at a gassy US coal mine. An example of a technical analysis would be assessment of technical options for gas recovery and usage in the Western United States. Other potential topics that may be assigned by CMOP under this task order include abandoned coal mines, surface coal mines, and ventilation air methane. An example of a policy analysis would be an evaluation of carbon prices as incentives for coal mine methane project development in the US. An example of a regulatory analysis would be assessing the specific impacts of or interpretations of the Greenhouse Gas Reporting Program (Subpart FF – Underground Coal Mines). An example of a legal analysis would be assessing the potential impact of specific proposed statutory language on coal mines with regard to coal mine methane recovery and utilization or abatement projects.

Production of a written consultation or analysis shall correspond to the following timeline:

Deliverable	Due Date
1.1) Kick off meeting	Within one week of receipt of TOPO TD
1.2) Draft Analysis Outline	One week following receipt of TOPO TD
1.3) Final Analysis Outline	Three days after receipt of TOPO comments on 1.2.
1.4) Draft Analysis	As directed by TOPO, or two weeks after receipt of TOPO comments on 1.3.
1.5) Final Analysis	As directed by TOPO, or one week after receipt of TOPO comments on 1.4.

### Subtask 2: Assist with Domestic Outreach

EPA staff conducts outreach and produces outreach materials through CMOP for the CBM/CMM community. The contractor shall provide up to 15 outreach material deliverables

(e.g., PowerPoint presentations, memorandums on project and technology opportunities, and html documents) based upon written technical direction from the EPA TOPO. Outreach material may support market, financial, or technical analyses or may cover other subjects outlined in technical direction memos.

Outreach materials and activities may include, but are not limited to, the following:

- 1) White paper(s) and presentation(s)
- 2) Short news articles
- 3) Other outreach materials
- 4) CBM Extra
- 5) CBM Notes
- 6) Respond to public queries
- 7) Exhibit at conferences or events
- 8) Contact individual coal mines
- 9) Assist with technical support for CMOP annual conference

Further details on each of these potential activities is described below. Development of each deliverable, including specific deadlines, shall be based on the specific written technical direction. For planning purposes, conceptual timelines are provided for each type of deliverable below, but specific deadlines will be specified by the TOPO through written technical direction.

1) White paper(s) and presentation(s). Based upon the TOPO's written direction, the contractor shall develop white paper(s) or presentation(s), on a topic directed by the TOPO (e.g., ventilation air methane). For planning purposes, this work shall correspond to the following conceptual timeline:

Deliverable	Due Date
2.1) Kick off meeting	Within one week of receipt of TOPO TD
2.2) Draft paper / presentation	One week following receipt of TOPO TD
2.3) Final formatted paper /	Three days after receipt of TOPO comments on 2.2.
presentation	

2) Short news articles. Production of the short news article(s) shall correspond to the following conceptual timeline, for planning purposes only:

Deliverable	Due Date
3.1) Kick off meeting	Within one week of receipt of TOPO TD
3.2) Draft Article/flyer Outline	One week following receipt of TOPO TD
3.3) Final Article/flyer Outline	Three days after receipt of TOPO comments on 3.2.
3.4) Draft Article / flyer	Two weeks after receipt of TOPO comments on 3.3.
3.5) Final Article / flyer	One week after receipt of TOPO comments on 3.4.

3) Other outreach materials. Production of other outreach materials may entail development of content as well as graphics and layout for new materials (such as flyers, posters, fact sheets, white papers, banners, CDs, or videos). Development of these outreach materials

will be based on specific technical direction from the TOPO. For planning purposes only, the following conceptual timeline is provided:

Deliverable	Due Date
4.1) Kick off meeting	Within one week of receipt of TOPO TD
4.2) Draft Outreach Material	One week following receipt of TOPO TD
Outline	
4.3) Final Outreach Material	Three days after receipt of TOPO comments on 4.2.
Outline	
4.4) Draft Outreach Material	As directed by TOPO following comments on 4.3.
4.5) Final Outreach Material	As directed by TOPO following comments on 4.4.

4) <u>CBM Extra</u>. The *CBM Extra* is a newsletter that EPA distributes electronically to its entire database, about 2,000 interested persons around the world. It is released three times a year and includes short news articles on domestic and international CMM activity, dates for upcoming events, and recent CMM-related publications. Each *CBM Extra* may also include an in-depth analytical article on issues affecting the industry. Examples of analytical articles include an evaluation of the world market or ventilation air methane, challenges to developing CMM projects in the Western United States, and using CMM for power generation.

At the TOPO's written direction, the contractor shall format and prepare for electronic publication up to four (4), 8-12 page editions of the *Coalbed Methane (CBM) Extra*. The contractor shall develop ideas for articles that are timely, relevant, and news-worthy and shall produce up to one analytical article, up to two short news articles, a calendar of CMM-related events and news "blurbs" for each CBM Extra, as directed by the TOPO. The Summer 2010 issue shall serve as a template for future CBM Extras.

Formatting and preparation of the *CBM Extra*, including appropriate deadlines, shall be directed by the TOPO. For planning purposes, the following conceptual timeline is provided:

Deliverable	Due Date
5.1) Kick off meeting	Within one week of receipt of TOPO TD
5.2) Draft Formatted CBM Extra	One week following receipt of TOPO TD
5.3) Final Formatted CBM Extra	Three days after receipt of TOPO comments on 2.2.

For planning purposes only, production of articles for the *CBM Extra* shall correspond to the following conceptual timeline:

Deliverable	Due Date
6.1) Kick off meeting	Within one week of receipt of TOPO TD
6.2) Draft Article Outline	One week following receipt of TOPO TD
6.3) Final Article Outline	Three days after receipt of TOPO comments on 3.2.
6.4) Draft Article	Two weeks after receipt of TOPO comments on 3.3.
6.5) Final Article	One week after receipt of TOPO comments on 3.4.

5) <u>CBM Notes</u>. *CBM Notes* are a bi-weekly email sent out by CMOP to inform the program's stakeholders about interesting and newsworthy events, publications, or news items related to the CBM and CMM industries. Generally about 100 to 400 words in length, *CBM Notes* are typically distributed each Thursday to a subset of the CMOP database.

At the TOPO's written direction, the contractor shall provide content, writeup, and formatting for up to 20 CBM Notes.

Production of the CBM Note(s) shall correspond to the following timeline:

Deliverable	Due Date
7.1) Kick off meeting	Within one week of receipt of TOPO TD
7.2) Draft CBM Note	One week following receipt of TOPO TD
7.3) Final CBM Note	Three days after receipt of TOPO comments on 4.2.

- 6) Respond to public queries. CMOP receives a number of inquiries from the public and stakeholders related to technical and policy issues in the CMM and CBM industries. The TOPO frequently requests contractor assistance to research or respond to these inquiries. Response to such quick turnaround requests shall be on an as-needed basis, typically within one to two days. At the TOPOs' written direction, the contractor shall provide the TOPO with assistance in responding to up to 15 public queries either in writing or verbally (as specified by TOPO).
- 7) Exhibit at conferences and events. EPA staff attends and exhibits outreach material at various coal and CBM conferences and workshop around the United States throughout the year. The contractor shall travel up to one (1) domestic conference and assist EPA staff with procuring, setting up, and staffing the conference exhibit booth space. The contractor shall assist with conducting outreach to conference attendees. This outreach may include, at the TOPO's written direction, participation in the CMOP conference, including preparation of and delivery of a presentation.
- 8) <u>Contact individual coal mines</u>. At the TOPO's written direction, the contractor may be requested to contact individual coal mines or coal mining companies to determine their specific needs, interests, etc. as they relate to coal mine methane project development, and their willingness to work with EPA staff in this area.
- 9) Technical support for CMOP Conference. EPA sponsors and organizes an annual, national-level conference covering issues related to coal mine methane project development in the US and internationally. The EPA COR may request assistance related to technical support for this conference, including travel or logistical support for selected participants or international delegates, assistance in moderating sessions or panel discussions, arranging for interpretation (translation) for international delegates present, assisting with site visit logistics, or other logistical support as directed by the TOPO.

# V. PLACE OF PERFORMANCE

The work performed under this Task Order will be primarily undertaken at the contractor's office. Up to four (4), one-person, 2-to 4-day trips within the continental U.S. is anticipated under this task order.

# VI. PERIOD OF PERFORMANCE

The period of performance for all tasks completed under this Task Order is from the date of award to September 30, 2012. Extensions to this period of performance will not be granted except in the case of extenuating circumstances.

# VII. DELIVERABLE/ DELIVERY SCHEDULE

The deliverable schedules are included above within each specific subtask.

#### VIII. SECURITY

Unclassified

# IX. GOVERNMENT FURNISHED EQUIPMENT/GOVERNMENT FURNISHED INFORMATION

The U.S. EPA Task Order Project Officer will provide the contractor with any requested background information necessary to complete the task.

# X. PACKAGING, PACKING, AND SHIPPING INSTRUCTIONS

None

# XI. INSPECTION AND ACCEPTANCE CRITERIA

See Section E of the contract.

# XII. ACCOUNTING AND APPROPRIATIONS DATA

See item 17 of DD form 1155, Order of Supplies or Services.

# XIII. OTHER PERTINENT INFORMATION OR SPECIAL CONSIDERATIONS None

AMENDME	NT OF SOLICITATION/MODIFIC	ATION OF CONTRACT		1. CONTRACT ID CODE	PAGI	OF PAGES
2. AMENDMEN	NT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REC	UISITION/PURCHASE REQ. NO.		T NO. (If applicable)
001		05/22/2012				
6. ISSUED BY	CODE	HPOD	7. AD	MINISTERED BY (If other than Item 6)	CODE H	POD
Headqua: Ariel R: 1200 Per	ronmental Protection rters Procurement Ope ios Building nnsylvania Avenue, NW ton DC 20460	rations	Hea Ari 120	D Environmental Protecti dquarters Procurement el Rios Building O Pennsylvania Avenue, hington DC 20460	Operation	-
	ADDRESS OF CONTRACTOR (No., street	, county, State and ZIP Code)		. AMENDMENT OF SOLICITATION NO.		
Attn: NA 110 HART	RESEARCH GROUP INC WELL AVENUE on MA 02421		98 × 10 E:	A. MODIFICATION OF CONTRACT/ORDER  -W-10-019  009  B. DATED (SEE ITEM 13)	R NO.	
CODE 11	2947395	FACILITY CODE	─	2/07/2012		
		11. THIS ITEM ONLY APPLIES TO	O AMEND	MENTS OF SOLICITATIONS	<b></b> .	<u>, , , , , , , , , , , , , , , , , , , </u>
Items 8 and separate let THE PLACE virtue of this to the solicit	15, and returning coper terror telegram which includes a reference EDESIGNATED FOR THE RECEIPT OF a mendment you desire to change an offeation and this amendment, and is received TING AND APPROPRIATION DATA (If received	oles of the amendment; (b) By acknow to the solicitation and amendment nun DFFERS PRIOR TO THE HOUR AND raiready submitted, such change may it prior to the opening hour and date spuired)	rledging re mbers. FA DATE SP be made pecified.	ion or as amended, by one of the following repit of this amendment on each copy of the ILLURE OF YOUR ACKNOWLEDGEMENT ECIFIED MAY RESULT IN REJECTION OF by telegram or letter, provided each telegram	e offer submitted TO BE RECEIVI FYOUR OFFER m or letter make:	; or (c) By ED AT . If by s reference
CHECK ONE				GES SET FORTH IN ITEM 14 ARE MADE I DMINISTRATIVE CHANGES (such as chang ( OF FAR 43.103(b).		
X	C. THIS SUPPLEMENTAL AGREEMEN	T IS ENTERED INTO PURSUANT TO	AUTHOR	ITY OF:		
	D. OTHER (Specify type of modification	and authority)				
E. IMPORTAN	T: Contractor 🗵 is not,	☐ Is required to sign this document	and return	0 copies to the iss	uing office.	
14.DESCRIP DUNS Num The purp	TION OF AMENDMENT/MODIFICATION nber: 112947395	tion is to re-assig	n the	solicitation/contract subject matter where fe administrative role of s task order.		nate COR
Alt TOPO TOPO: JA LIST OF Reason i Total Ar	ayne Somers D: Felicia Ruiz AYNE SOMERS CHANGES: for Modification : Ot mount for this Modifi al Amount for this Ve	cation: \$0.00 rsion: \$0.00	Actic	n		
New Tota Continue	al Amount for this Aw ed	ard: \$38,418.00				
		e document referenced in Item 9A or		retofore changed, remains unchanged and		····
15A, NAME A	ND TITLE OF SIGNER (Type or print)			NAME AND TITLE OF CONTRACTING OF	FFICER <i>(Type o</i>	r print)
15B. CONTRA	ACTOR/OFFEROR	15C. DATE SIGNED	16B.	UNITED STATES OF AMERICA		16C. DATE SIGNED
	(Signature of person authorized to sign)	<del></del>		(Signature of Contracting Officer)		05/22/2012
	450 0000				STANDARD F	ORM 30 (REV. 10-83)

		PAGE (	of.
CONTINUATION SHEET	EP-W-10-019/0009/001	2	2

EM NO.	SUPPLIES/SERVICES	QUANTITY		UNIT PRICE	AMOUNT
(A)	(B)	(C)	(D)	(E)	(F)
	Alternate COR/Project Officer changed to :				,
	Felicia Ruiz				
	Payment:				
	RTP Finance Center				
	US Environmental Protection Agency RTP-Finance Center				·
	Mail Drop D143-02				
	109 TW Alexander Drive				
	Durham NC 27711				
	Period of Performance: 02/07/2011 to 09/30/2012				
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AMENDMENT OF SOLICITATION/MODIF	ICATION OF CO	ONTRACT		1. CONTRACT ID CODE		1 3
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002	08/22/20	)12	PR-C	DAR-12-02115		
6. ISSUED BY COD			7. AD	MINISTERED BY (If other than Item 6)	CODE	HPOD
HPOD US Environmental Protection Headquarters Procurement Op Ariel Rios Building 1200 Pennsylvania Avenue, I Washington DC 20460 8. NAME AND ADDRESS OF CONTRACTOR (No., st.	perations NW	ZIP Code)	Hea Ari 120 Was	D Environmental Protectio dquarters Procurement C el Rios Building O Pennsylvania Avenue, hington DC 20460  AMENDMENT OF SOLICITATION NO.	perat	
• •	,	ŕ	<u>(X)</u>			
ASTERN RESEARCH GROUP INC Attn: NA 10 HARTWELL AVENUE Lexington MA 02421			x 10 E	. DATED (SEE ITEM 11)  A. MODIFICATION OF CONTRACT/ORDER N P-W-10-019 009 B. DATED (SEE ITEM 13)	IO.	
CODE 112947395	FACILITY COD	E	C	2/07/2012		
	11. THIS ITE	M ONLY APPLIES TO A	MENDI	MENTS OF SOLICITATIONS		
Offers must acknowledge receipt of this amendmen Items 8 and 15, and returning separate letter or telegram which includes a referer THE PLACE DESIGNATED FOR THE RECEIPT C virtue of this amendment you desire to change and to the solicitation and this amendment, and is receipt.  12. ACCOUNTING AND APPROPRIATION DATA (If	copies of the amend nce to the solicitation OF OFFERS PRIOR offer already submitted wed prior to the oper	iment; (b) By acknowled n and amendment numbo TO THE HOUR AND DA ed, such change may be ning hour and date speci	ging re ers. FA ATE SP made ified.	ceipt of this amendment on each copy of the of NLURE OF YOUR ACKNOWLEDGEMENT TO ECIFIED MAY RESULT IN REJECTION OF Y by telegram or letter, provided each telegram o	fer submit BE RECE OUR OFF	ted; or (c) By EIVED AT ER. If by akes reference
See Schedule		Net	1110	rease:	JI, 19	7.00
13. THIS ITEM ONLY APPLIES TO	MODIFICATION O	F CONTRACTS/ORDERS	S. IT M	ODIFIES THE CONTRACT/ORDER NO. AS DE	SCRIBED	IN ITEM 14.
				GES SET FORTH IN ITEM 14 ARE MADE IN 1  OMINISTRATIVE CHANGES (such as changes of the changes)  OF FAR 43.103(b).	-	
C. THIS SUPPLEMENTAL AGREEM	ENT IS ENTERED I				***************************************	
D. OTHER (Specify type of modification  X Mutual Agreement of	•	ies				
E. IMPORTANT: Contractor X is not,		sign this document and	return	O copies to the issuin	g office.	
14. DESCRIPTION OF AMENDMENT/MODIFICATION						
DUNS Number: 112947395 The purpose of this modification of the purpose of this modification of the purport under subtasks (1)  Task 1, Sub-Task 1: Analysis and the Methane - The contract coal mine methane and conductors under the consultations of the succinct various topics considered.  Task. The contractor shall continued  Except as provided herein, all terms and conditions of the contractor of the c	effort of and (2) to lyses and to shall ment data coluding men and clear! Up to four conduct the	340 direct 1 Task 1 in the Technical Superview technical Superview technical superview technical superview technical superview technical superview (4) additional superview (4) additional superview (5) additional superview (5) additional superview (6) additional superview (7) additional superview (7) additional superview (8) additional superview	labo the ppor ical sup epor ne a onal s up	r hours in order to pro Statement of Work as for t for Domestic Recovery documents, respond to port written or verbal ts, and conference call dvantages and disadvant analyses are anticipat on written technical di	vide llows and inqui s. Th ages ed un recti	additional : Use of Coal ries on ese of the der this on by the
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		UNITED STATES OF AMERICA		16C. DATE SIGNED
(Signature of person authorized to sign)				(Signature of Contracting Officer)	<del></del>	08/22/2012
NSN 7540-01-152-8070					TANDARE	FORM 30 (REV. 10-83)

FAR (48 CFR) 53.243

 CONTINUATION SHEET
 REFERENCE NO. OF DOCUMENT BEING CONTINUED
 PAGE
 OF

 EP-W-10-019/0009/002
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ITEM NO.	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
(**/	EPA TOPO (+160 hours).				, , ,
	Task 1, Sub-Task 2: Assist with Domestic Outreach - The contractor shall assist with				
	outreach to US coal mines and provide up to five				
	(5) additional outreach material deliverables				
	(e.g. PowerPoint presentations, memorandums on project and technology opportunities, and html				
	documents) based upon written technical direction				
	from the EPA TOPO. In addition, the contractor				
	shall support the CMOP Annual Conference with				
	presentations and technical assistance. Up to			,	
	three (3) additional, one person, 2-4 day trips			ļ	
	within the continental US is anticipated for this	1		- 1	
	support (+180 hours).				
	The total estimated cost of this task order has			İ	
	increased by \$51,797.00, from \$38,418.00 to				
	\$90,215.00, with a total level of effort of 580				
	direct labor hours. This task order is fully				
	funded through its completion date of 30	1			
	September 2012. All other terms and conditions				
	remain unchanged.				
	TOPO: Jayne Somers				
	Alt TOPO: Felicia Ruiz			ļ	
	TOPO: JAYNE SOMERS	ĺ		į	
	LIST OF CHANGES:			ļ	
	Reason for Modification : Supplemental Agreement				
	for work within scope	ŀ			
	Total Amount for this Modification: \$51,797.00				
	New Total Amount for this Version: \$90,215.00				
	New Total Amount for this Award: \$90,215.00				
	Obligated Amount for this Modification: \$51,797.00				
	New Total Obligated Amount for this Award:				
	\$90,215.00				
	CHANGES FOR LINE ITEM NUMBER: 1 Total Amount changed				
	from \$38,418.00 to \$90,215.00		1		
	Obligated Amount for this modification: \$51,797.00		1	:	
	CUANCIDA DOD DEL TURBO LOCATION. CAR COAR COR			į	
	CHANGES FOR DELIVERY LOCATION: OAR/OAP/CCD Amount changed from \$38,418.00 to \$90,215.00	(	{	İ	
	Immodite changed from 450, 110,00 to 450, 210,00				
	NEW ACCOUNTING CODE ADDED:			j	
	Account code:			l	
	12-13-B-58F4-101A46XP4-2505-1258FC2649-001				
	Beginning FiscalYear 12			l	
	Ending Fiscal Year 13			l	
	Fund (Appropriation) B			İ	
	Budget Organization 58F4 Continued				
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 OF

 EP-W-10-019/0009/002
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NAME OF OFFEROR OR CONTRACTOR

EASTERN RESEARCH GROUP INC

EM NO.	SUPPLIES/SERVICES	QUANTITY		UNIT PRICE	AMOUNT
A)	(B)	(C)	(D)	(E)	(F)
	Quantity: 0				
	Amount: \$51,797.00			·	
	Percent: 100				
	Subject To Funding: N				
	Payment Address:				
	RTP Finance Center				
	US Environmental Protection Agency				
	RTP-Finance Center (D143-02)		]		
	109 TW Alexander Drive		l		
	Durham NC 27711			İ	
	Delivery Location Code: OAR/OAP/CCD				
	OAR/OAP/CCD		<b>\</b>		
	US Environmental Protection Agency				
	1200 Pennsylvania Avenue NW	1			
	Mail Code: 62107J	1	(		
	OAP/CCD				
	Washington DC 20460 USA			!	
	Payment:				
	RTP Finance Center	1			
	US Environmental Protection Agency				
	RTP-Finance Center (D143-02)	1			
	109 TW Alexander Drive	1			
	Durham NC 27711				
	FOB: Destination				
	Period of Performance: 02/07/2011 to 09/30/2012		ļ		
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AMENDMENT OF SOLICITATION/MODIFIC	ATION OF CONTRACT		1. CONTRACT ID CODE	İ	1 2
2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REC	UISITION/PURCHASE REQ. NO.	5. PR	1   2 DJECT NO. (If applicable)
003	09/26/2012	-		.	
6. ISSUED BY CODE	HPOD	7. ADI	MINISTERED BY (If other than Item 6)	CODE	HPOD
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HPOD	7 con ou	HPO	ມ Environmental Protect	ion 70	onau
US Environmental Protection			dquarters Procurement	_	-
Headquarters Procurement Ope Ariel Rios Building	;Iations		el Rios Building	. opera	C10113
1200 Pennsylvania Avenue, NW	7	l l	er kios buriding O Pennsylvania Avenue	- NW	
Washington DC 20460	ı	1	hington DC 20460	., .,,,	
8. NAME AND ADDRESS OF CONTRACTOR (No., stree	t, county, State and ZIP Code)		. AMENDMENT OF SOLICITATION NO.		
		14.7			
EASTERN RESEARCH GROUP INC			DATED (OFF (TEM 44)		
Attn: NA		98	. DATED (SEE ITEM 11)		
110 HARTWELL AVENUE					
Lexington MA 02421		x 10	A. MODIFICATION OF CONTRACT/ORDI	ER NO.	
			P-W-10-019		
		L	009		
		10	B. DATED (SEE ITEM 13)		
CODE 112947395	FACILITY CODE	0	2/07/2012		
	11. THIS ITEM ONLY APPLIE	ES TO AMEND	IENTS OF SOLICITATIONS		
separate letter or telegram which includes a reference THE PLACE DESIGNATED FOR THE RECEIPT OF virtue of this amendment you desire to change an offe	pies of the amendment; (b) By ac e to the solicitation and amendmen OFFERS PRIOR TO THE HOUR er already submitted, such change	knowledging red nt numbers. FA AND DATE SP a may be made	ceipt of this amendment on each copy of th ILURE OF YOUR ACKNOWLEDGEMENT ECIFIED MAY RESULT IN REJECTION C	he offer subr T TO BE REC DF YOUR OF	nitted; or (c) By CEIVED AT FER. If by
to the solicitation and this amendment, and is received		ate specified.			
12. ACCOUNTING AND APPROPRIATION DATA (If red See Schedule	quirea)				
	ODIFICATION OF CONTRACTS/	ORDERS IT M	ODIFIES THE CONTRACT/ORDER NO. A	S DESCRIB	ED IN ITEM 14.
	ODITION OF CONTINUE				
			GES SET FORTH IN ITEM 14 ARE MADE		
			OMINISTRATIVE CHANGES (such as chair OF FAR 43.103(b).	nges in payii	ng office,
C. THIS SUPPLEMENTAL AGREEMEN	IT IS ENTERED INTO PURSUAN	NT TO AUTHOR	ITY OF:		
D. OTHER (Specify type of modification	and authority)				
X Mutual Agreement of	the Parties				
E. IMPORTANT: Contractor X is not,	is required to sign this docum	ment and return	Ocopies to the is	suing office	
14. DESCRIPTION OF AMENDMENT/MODIFICATION	(Organized by UCF section head	lings, including	solicitation/contract subject matter where i	feasible.)	
DUNS Number: 112947395					
The purpose of this modifica	tion is to extend	d the pe	riod of performance o	of this	task order
to 31 December 2012, at no c	ost to the govern	nment.			
TOPO: Jayne Somers	, , , , , , , , , , , , , , , , , , ,				
Alt TOPO: Felicia Ruiz					
	Data 12/21/20	1 2			
TOPO: JAYNE SOMERS Max Expir	e Date: 12/31/20.	1. 4			
LIST OF CHANGES:					
Reason for Modification : Ot					
Period Of Performance End Da	te changed from 3	30-SEP-1	2 to 31-DEC-12		
Maximum Potential Expiration	Date changed to	: 12/3	1/2012		
CHANGES FOR LINE ITEM NUMBER	: 1				
Continued					
Except as provided herein, all terms and conditions of the	ne document referenced in Item 9	A or 10A. as he	retofore changed, remains unchanged and	d in full force	and effect.
15A. NAME AND TITLE OF SIGNER (Type or print)			NAME AND TITLE OF CONTRACTING	· · · · · · · · · · · · · · · · · · ·	
		1			
			ye Sas		
15B. CONTRACTOR/OFFEROR	15C, DATE SIG	INED 16B.	UNITED STATES OF AMERICA		16C. DATE SIGNED
		}			_ 09/26/2012
(Signature of person authorized to sign)			(Signature of Contracting Officer)		05/20/2012
NSN 7540-01-152-8070				STANDA	RD FORM 30 (REV. 10-83)

 CONTINUATION SHEET
 REFERENCE NO. OF DOCUMENT BEING CONTINUED
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 OF

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NAME OF OFFEROR OR CONTRACTOR

EASTERN RESEARCH GROUP INC

TEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY UNIT	UNIT PRICE (E)	AMOUNT (F)
	End Date changed from 30-SEP-12 to 31-DEC-12		·	
	Delivery Location Code: OAR/OAP/CCD OAR/OAP/CCD US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code: 62107J OAP/CCD			
	Washington DC 20460 USA			
	Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711 FOB: Destination			
	Period of Performance: 02/07/2011 to 12/31/2012			
				,

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT					CONTRACT ID CODE		PAGE OF	PAGES
2. AMENDME	NT/MODIFICATION NO.	3. EFFECTIV	E DATE	4. F	 REQUISITION/PURCHASE REQ. NO.	5. PR		
004		12/03/2	2012					
6. ISSUED BY	,	CODE HPOD		7	ADMINISTERED BY (If other than Item 6)	CODE	E HPOD	
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	ronmental Protect	ion Agency			Environmental Protection			
-	rters Procurement	Operations			eadquarters Procurement (	)pera	ations	
	ios Building				ciel Rios Building			
	nnsylvania Avenue	, NW			200 Pennsylvania Avenue,	NW		
	ton DC 20460  ADDRESS OF CONTRACTOR (N	In street county State a	nd ZIP Codel		shington DC 20460  9A. AMENDMENT OF SOLICITATION NO.			
O. 147 WILL 7 WILL	THE STREET OF CONTINUE OF CITY	o., alroot, courty, clais a	na zw Godo)	(x)	on delicinities			
EASTERN	RESEARCH GROUP IN	1C						
Attn: NA					9B. DATED (SEE ITEM 11)			
	CWELL AVENUE							
Lexingto	on MA 02421			x	10A. MODIFICATION OF CONTRACT/ORDER   EP-W-10-019	NO.		
					0009 10B. DATED (SEE ITEM 13)			
CODE 11		FACILITY CO	NDE .	-	·			
11	.2947395				02/07/2012			
	numbered solicitation is amended a				IDMENTS OF SOLICITATIONS		☐ is not e	
Items 8 and separate let THE PLACE virtue of this	I 15, and returning Iter or telegram which includes a re E DESIGNATED FOR THE RECEII	copies of the ame ference to the solicitat PT OF OFFERS PRIO an offer already subm	endment; (b) By acknowle ion and amendment numl R TO THE HOUR AND D aitted, such change may b	dging bers. DATE be ma	itation or as amended, by one of the following me receipt of this amendment on each copy of the of FAILURE OF YOUR ACKNOWLEDGEMENT TO SPECIFIED MAY RESULT IN REJECTION OF Yo de by telegram or letter, provided each telegram	offer sub OBE RE OUR OI	mitted; or (c CEIVED AT FFER. If by	) By
	FING AND APPROPRIATION DATA		Jenning frout and date spec	ciliou.				·
See Sch	edule				-			
	13. THIS ITEM ONLY APPLIE	S TO MODIFICATION	OF CONTRACTS/ORDER	RS. 11	MODIFIES THE CONTRACT/ORDER NO. AS D	ESCRIB	ED IN ITEM	14.
CHECK ONE	A. THIS CHANGE ORDER IS IS ORDER NO. IN ITEM 10A.	SUED PURSUANT TO	O: (Specify authority) THE	E CHA	ANGES SET FORTH IN ITEM 14 ARE MADE IN	THE CO	NTRACT	
	B. THE ABOVE NUMBERED CC appropriation date, etc.) SET	ONTRACT/ORDER IS FORTH IN ITEM 14, F	MODIFIED TO REFLECT PURSUANT TO THE AUT	THE	ADMINISTRATIVE CHANGES (such as changes ITY OF FAR 43.103(b).	s in payi	ing office,	
	C. THIS SUPPLEMENTAL AGRE	EEMENT IS ENTERED	DINTO PURSUANT TO A	AUTH	ORITY OF:			
	D. OTHER (Specify type of modi	fication and authority)						
X	Mutual Agreement	of the Par	ties					
E. IMPORTAN			to sign this document an					
14. DESCRIP DUNS Nur		ATION (Organized by	UCF section headings, in	rcludii	ng solicitation/contract subject matter where feas	ible.)		
The purp	pose of this modif	fication is	to extend th	e p	period of performance of	this	s task	order
to Febru	uary 28, 2013 with	no increas	se to the tas	k c	order ceiling.			
TOPO: Ja	ayne Somers							
Alt TOP	D: Felicia Ruiz							
TOPO: JA	AYNE SOMERS Max Ex	kpire Date:	02/28/2013					
Delivery	y Location Code: (	DAR/OAP/CCD						
OAR/OAP/	/CCD							
US Envi	conmental Protecti	ion Agency						
1200 Per	nnsylvania Avenue	NM						
Mail Coo	de: 62107J							
Continue	ed							
Except as pro-	vided herein, all terms and conditio	ns of the document re	ferenced in Item 9A or 10.	A, as	heretofore changed, remains unchanged and in t	ull force	and effect.	
15A. NAME A	ND TITLE OF SIGNER (Type or pr	int)		16	A. NAME AND TITLE OF CONTRACTING OFF	CER (T	ype or print)	
				R	achel Schwartz			
15B. CONTRA	ACTOR/OFFEROR		15C. DATE SIGNED	16	B. UNITED STATES OF AMERICA	<del></del>	160	D. DATE SIGNED
	(Signature of person authorized to sign)				(Signature of Contracting Officer)			
NSN 7540-01-	152-8070				S	TANDA'	RD FORM 3	30 (REV. 10-83)

NSN 7540-01-152-8070 Previous edition unusable

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CONTINUATION SHEET	EP-W-10-019/0009/004	2	2

NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP INC

M NO.	SUPPLIES/SERVICES	QUANTITY		UNIT PRICE	AMOUNT
A)	(B)	(C)	(D)	(E)	(F)
	OAP/CCD				
	Washington DC 20460 USA				
	Payment:				
	RTP Finance Center				
	US Environmental Protection Agency				
	RTP-Finance Center (D143-02)				
	109 TW Alexander Drive Durham NC 27711				
	FOB: Destination				
	Period of Performance: 02/07/2011 to 02/28/2013				
	Fellow of Fellormance, 02/07/2011 to 02/20/2013				
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IMPORTANT	: Mark all	packages and papers with								1		2
1. DATE OF OF		2. CONTRACT NO. (If any) EP-W-10-019						6. SHIP TO:			<b>_</b>	
03/06/20	)12	EP-W-10-019			a. NAME	OF CC	DNSIGNEE					
3. ORDER NO. 0010			4. REQUISITION/	REFERENCE NO. Nule	OAR/O	AP/	CCD					
HPOD US Envir	ronmen	ess correspondence to)  tal Protection A  Procurement Ope:			1200	vir Pen	onmental Pro nsylvania Av e: 62107J		gency			
Ariel Ri 1200 Per	ios Bu nnsylv	ilding ania Avenue, NW			c. CITY Washi		on			STATE C	e. ZIP COI	DE
Washingt 7.TO: NA					f. SHIP VI	A					120100	<u>,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,</u>
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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

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ITEM NO.	SUPPLIES/SERVICES	QUANTITY ORDERED		UNIT PRICE	AMOUNT	QUANTITY ACCEPTED			
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	of 31 January 2013, contingent upon the exercise of Option Period II.  COR: Pamela Franklin  Alt COR: Felicia Ruiz  TOPO: Pamela Franklin Max Expire Date:  09/30/2012  Admin Office:  HPOD  US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460  Period of Performance: 03/06/2012 to  09/30/2012  Recommendation to Award Competitive Task Order Request entitled "Coalbed Methane Outreach Program (CMOP) Conference and Event Support" to ERG, under Contract No. EP-W-10-019  New task order award for "CMOP Conference and Event Support." Requisition No: PR-OAR-12-00906  Accounting Info:	ORDERED		PRICE		ACCEPTED			
	12-13-B-58F4-101A46-2505-1258FC2538-00  1 BFY: 12 EFY: 13 Fund: B Budget Org: 58F4 Program (PRC): 101A46 Budget (BOC): 2505 DCN - Line ID: 1258FC2538-001 Funding Flag: Complete Funded: \$76,604.00  Recommendation to Award Competitive Task Order Request entitled "Coalbed Methane Outreach Program (CMOP) Conference and Event Support" to ERG, under Contract No. EP-W-10-019								
	TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))	>			\$76,604.00				

# **US Environmental Protection Agency Coalbed Methane Outreach Program**

## Task Order Contracts EP-W-10-019, EP-W-10-022, EP-W-10-023

# STATEMENT OF WORK: Coalbed Methane Outreach Program (CMOP) Conference and Event Support

## I. BACKGROUND

The U.S. Environmental Protection Agency's Coalbed Methane Outreach Program (CMOP) promotes the profitable recovery and use of coal mine methane (CMM) to mitigate greenhouse gas emissions from the coal mining industry. CMOP works with coal mines in the U.S. and internationally to encourage the economic use of coal mine methane gas that otherwise would be vented to the atmosphere.

The purpose of this Task Order is to provide logistical support for two events:

- (1) A national-scale conference in the United States sponsored by CMOP to promote viable coal mine methane projects, including conventional projects utilizing drained gas at U.S. mines; and
- (2) A roundtable event focused on the needs and concerns of the U.S. coal mining community anticipated to be subject to requirements of Subpart FF of the Greenhouse Gas Reporting Program.

Since 2007, EPA has sponsored a national-level conference focusing on coal mine methane recovery and utilization opportunities, challenges, and successes in the US. Proceedings from these events are found on CMOP's website: http://www.epa.gov/cmop/conf/index.html

Under this Task, the contractor shall play a primary role in organizing, planning, conducting, and facilitating a two- to three-day conference to update U.S. mine operators, project developers, technology vendors, and investors about the opportunities available for coal mine methane project development in the U.S., the benefits of CMM projects, commercially available CMM technologies, and project financing mechanisms.

The contractor shall also facilitate a one-day roundtable meeting, which might target the special needs and concerns of the CMM project development or carbon financing communities, including (as appropriate) education about coal mine methane recovery and utilization projects.

The period of performance for this Task Order is from the date of approval through January 31, 2013, to enable completion of the conference, to be held sometime in the fall of 2011, and subsequent follow-up activities. Activities listed in this task order are not duplicative of activities under other CMOP task orders.

### II. OBJECTIVE

This Task Order will provide EPA with logistical support to achieve the following objectives:

- (1) To provide support for a national (U.S.) CMM Conference to successfully educate the American public and key communities on the opportunities and benefits of recovering and utilizing U.S. coal mine methane, and
- (2) To provide support for a roundtable event for education and outreach to the U.S. project development or investment communities.

## III. SCOPE

The work outlined under this task order is consistent with the following sections under the contract Statement of Work: 1.2.1, 1.2.2, and 1.2.3.

### IV TASK DESCRIPTIONS

This task shall be driven through the issuance of technical direction (TD) from the Task Order Project Officer (TOPO) or the Alternative TOPO (ATOPO), collectively referred to hereafter as the TOPO. The contractor shall not begin work on the Task Order until receiving background information and specific instruction to begin work on the Task Order through the issuance of TD from the TOPO.

Following receipt of the TOPO's Technical Direction (TD), the contractor shall prepare deliverables for TOPO review and comments. The contractor shall incorporate the TOPO's comments into the deliverable, perform additional information gathering as required, and submit final deliverables to the TOPO.

Upon request from the TOPO, the contractor shall provide all background information collected during completion of the Task Order.

This Task Order consists of two (2) Tasks, described below.

## Task 1. Support for CMOP Annual U.S. Coal Mine Methane Conference

This task requests the contractor to provide logistical and technical support for a national CMOP conference focused on coal mine methane recovery and utilization in the U.S.

Task 1 consists of three (3) subtasks related to the conference: Subtask 1 consists of selecting the venue and date; Subtask 2 consists of providing logistical support; and Subtask 3 consists of providing technical support.

## Subtask 1: Select Venue and Dates for the Conference

With TOPO consultation, the contractor shall select the site and date for the conference. The contractor shall prepare a short memo outlining the steps to securing a location, including overall conference logistical recommendations and key factors to be considered.

The contractor shall propose at least two (2) potential host cities and shall provide the TOPO with information on proximity of each venue to mine project site; industry events that may already be scheduled at the venue; costs; access to transportation (airports, etc); and major venue terms and restrictions. Based on this information, the TOPO in consultation with the contractor shall select the preferred site and dates. One possible site consideration would be for a conference in or near Pittsburgh, PA or Morgantown, WV.

This conference should be held in the U.S., preferably within reasonable driving distance of one or more coal mines that may be in need of assistance with drainage or methane recovery and utilization issues, and within reasonable driving distance of a potential site for a field visit or tour (e.g., an ongoing or planned coal mine methane recovery project).

The target conference participants would be members of the mining community, project developers, technology vendors, technical consultants, project investors and financiers, etc. The conference should be planned to accommodate between 100 and 150 or more participants.

The ideal venue should have sufficient space to allow for exhibits or displays from sponsoring organizations.

Consideration should be given to the possibility of locating the conference on the margins of (e.g., immediately prior to or following, in the same location or in close proximity to) existing events that may be of interest to target conference participants, but co-locating this conference is not necessarily the primary objective.

Preferential timing for the event would be late September through early December (excluding Thanksgiving week or conflicts with other major national holidays or events (e.g., Election Day) or conferences). The conference dates shall be approved by the TOPO and shall preferably be held on a Tuesday, Wednesday, and Thursday to allow for travel time to and from the conference.

For purposes of this request, contractors should assume that the conference will consist of activities for two 8-hour days, in addition to a site visit to a nearby mine on the third day.

In terms of possible field trip destinations, the contractor shall consider coal mines or coal mine methane facilities near the conference site, including ongoing project sites, sites with projects under development, or candidate sites for projects. Site visits could include active underground, surface, or abandoned coal mines. The contractor shall consider the willingness of the site personnel to host such a visit and the logistics of arranging such a visit.

## Subtask 2 - Logistical Support for CMOP Coal Mine Methane Conference

The contractor shall provide logistical support for the conference before, during, and after the event. Specific activities to be performed by the contractor under this subtask include the following:

- 1. <u>Develop a calendar and timeline.</u> The contractor shall develop and provide the TOPO with a conference logistics calendar within two weeks of approval of the Task Order. The contractor shall update this calendar on a monthly basis until 2 months prior to the conference, upon which it shall be revised on a biweekly basis. The contractor shall provide copies of this calendar, as revised, to the EPA TOPO. The contractor shall conduct bi-weekly conference calls with the TOPO to discuss progress on conference planning.
- 2. <u>Coordinate with venue</u>. The contractor shall coordinate all activities with the conference facility, from identifying the conference location and negotiating the contract to coordinating all logistical activities through the end of the event. This includes determining space requirements, food and drink options, identifying and securing facilities, coordinating hotel accommodations, including a block of rooms at U.S. Government rates, coordinating the proper setup of the

facilities and audiovisual requirements (e.g. overheads, slide projectors, screens, video cameras, computers and video displays) for all sessions, and coordinating exhibit space, etc. Contractor must comply with all USEPA and federal regulations and Executive Orders relating to conferences.

- 3. <u>Coordinate conference registration and develop a conference website</u>. The contractor shall develop and update an easily-accessible conference website that is able to accept online payment of food fees, following EPA web regulations at all times:
  - 1) Develop a website that provides key logistic information about the conference, including travel suggestions (nearby airport, train station, driving directions, etc.), hotel accommodations, conference event information (agenda, welcome reception, field trip, etc.) and links to more information about the host city.
  - 2) Post to the web all registration materials at least 12 weeks prior to the conference (per the conference logistics calendar).
  - 3) Keep the conference website updated as needed (posting revised agenda, logistics, sponsor logos, etc.).
  - 4) Coordinate all conference registration, via mail, fax, website, and onsite at the event.
- 4. <u>Develop a marketing plan</u>. At least five months before the conference, the contractor shall provide an outreach plan for marketing the conference and shall follow-up to ensure that the conference will be added to the calendar of events for up to 10 major journals, trade associations, and/or list-serves (such as Climate-L). The contractor shall promote the conference via such modes as e-mail communication to the CMOP contact list, hard copy letters or emails to previous participants and up to 100 additional people per TOPO direction, and other means, as determined by the TOPO and contractor. The contractor shall develop and mail or e-mail a conference announcement as well as up to 10 reminder emails.
- 5. <u>Coordinate with speakers</u>. The contractor shall coordinate all speakers for the event. This includes, but is not limited to, tracking speaker status, confirming speaker registration and accommodations, gathering electronic presentations and biographies and forwarding these to the TOPO, following up with speakers as necessary, and ensuring that all speaker presentations, including videos, work with the conference site audiovisual equipment.
- 6. Coordinate with sponsors. Working with the TOPO, the contractor shall develop criteria for conference sponsorship (e.g. platinum, gold, silver, bronze sponsorship levels) and/or sponsorship of specific events such as luncheons or a welcome reception. Upon development of these criteria, the contractor shall contact relevant companies concerning possible conference sponsorship. If a company agrees to sponsor, the contractor shall coordinate payment between the conference venue and the sponsor in accordance with all relevant EPA and federal policies. The contractor and EPA shall not directly collect funds from any sponsors. The contractor shall arrange to obtain appropriate logos from all sponsors and shall coordinate all logistics necessary for sponsor accommodations, creating appropriate signage and recognition, including on the conference website, conference announcements and reminders, and venue signs.
- 7. <u>Prepare conference materials</u>. The contractor shall prepare all conference materials for participants. These materials include, but are not limited to, name badges, agendas, presentation materials, attendee lists, evaluation forms, and handouts / giveaway materials (as appropriate). The contractor shall create a conference summary to be placed on the CMOP website, along with electronic copies of all presentations, to be distributed to conference participants upon conference completion.

8. <u>Handle conference funds</u>. Contractor shall handle all conference-associated moneys in accordance with appropriate EPA regulations. This includes arranging all transactions with hotel and sponsors, collecting food fees, etc. The contractor shall arrange and pay for all meals and coffee breaks for conference attendees. The contractor is permitted to charge participants for meals and seek sponsorship funds to cover meals and breaks for the conference, in accordance with applicable EPA rules. The contractor shall inform participants of sponsorship opportunities. The sponsor funds will go directly towards payment of conference site charges for food and beverages, which will offset the food fee charged to conference participants who choose to pay for food. The contractor shall coordinate directly with sponsors regarding their involvement and participation in the agenda of the conference. The contractor shall include payment options for participants who choose not to participate in food events.

Coordination of meal and break payment includes all payment coordination with participants, sponsors and conference site, including, but not limited to, collecting the money, coordinating payment with the conference site, settling costs, etc.

Based on anticipated levels of attendance, the contractor shall determine total food cost and plan for sponsorship and participant fees appropriately. The contractor shall monitor incoming fees and adjust as necessary (i.e. cutting off sponsorship opportunities) as target totals are reached.

- 10. <u>Coordinate field trip</u>. If a venue near a CMM project site was selected in Task 1, the contractor shall request access to the site for a field trip. If access is granted, the contractor shall coordinate all logistical arrangements including bus rental, signage, signup, and all relevant coordination with field trip host for the field trips.
- 11. <u>Conduct close-out activities</u>. The contractor shall perform all close-out activities with the conference site. The contractor shall also prepare thank you letters for speakers, sponsors, and participants.
- 12. <u>Prepare recommendations</u>. Upon conclusion of the conference, the contractor shall prepare for the TOPO a set of recommended next steps to build on the outcomes and discussions at the conference, including results from an evaluation of the conference (online survey made available through email follow-up).
- 13. <u>Support during conference</u>. During the conference, contractor and staff shall coordinate all logistics in person including manning the registration table, collecting moneys, communicating with venue staff, assisting speakers and sponsors, and dealing with all contingencies.

## Subtask 3 – Technical Support for CMOP Coal Mine Methane Conference

For this Subtask, the contractor shall provide support for development of the technical agenda and presentation content for the CMOP CMM Conference. The contractor shall propose a potential theme and agenda framework for the conference, building upon the successful frameworks of the U.S. Coal Mine Methane Conferences (see CMOP website for agenda and presentations) from 2007 through 2011.

Possible topics to be covered at the conference include, but are not limited to, the following:

Emerging, new technologies and practices

- Successful industry projects and case studies
- Opportunities and challenges for CMM projects in the United States and internationally

Following consultation with the TOPO and selection of an overall theme and agenda framework, the contractor shall provide suggestions on presentation topics; secure qualified and engaging speakers; and schedule conference sessions in order to optimize attendance and create a logical and comfortable flow of events. The contractor shall place particular emphasis on strong technical sessions with industry and relevant guests leading discussions. The TOPO shall be consulted for approval prior to speaker invitations being issued.

After discussion and agreement with the TOPO, the contractor shall be responsible for inviting and confirming all speakers and presentation topics. This includes identifying speakers for all sessions, sending invitation letters to the speakers, securing speakers' attendance at the conference, preparing bullet points that summarize the agreed-upon presentation content, and conducting a basic check of each presentation to ensure that content is the same or similar to what was agreed to, including a cursory review by a technical staff member. The contractor shall, if directed by the TOPO, prepare up to one (1) presentation for the conference.

## Task 2 – Support for U.S. Coal Mining Industry Roundtable

The contractor shall provide logistical and technical support for a roundtable event for outreach to the U.S. coal mining industry. The purpose of this event will be to provide targeted education and outreach to this constituency group about coal mine methane project development, and to make them aware of the Greenhouse Gas Reporting Program, Subpart FF regulations and the opportunities for methane mitigation and recovery.

This meeting would be targeted to about 20 to 40 participants total and ideally would be held either (a) in or near Washington, DC, preferably sometime during the summer of 2012, or (b) possibly as an adjunct event to the conference. It would be a one-day event between 4 and 8 hours long. It will be structured as a series of presentations, panel discussions, and informal discussions. It should include appropriate refreshment breaks and meals. Participants should be charged a food fee in accordance with EPA policies.

The contractor shall solicit participation from selected organizations, with the TOPO's input, and shall arrange all logistics for the meeting, including the following:

- 1) Identifying appropriate venues and selecting the date and location with input from the TOPO.
- 2) Developing a timeline for planning the event.
- 3) Announcing the event through appropriate media, focusing on the target audience.
- 4) Coordinating logistical details with the venue, including the room space and setup, audio-visual / presentations, breaks/ meals, registration (online and/or onsite), fees for food, follow-up emails thanking participants and speakers.
- 5) Coordinating with speakers, including handling presentations.
- 6) Prepare meeting materials including name badges, record of attendees, preparation of agendas and handouts.
- 7) Handle all monies associated with this event, per EPA policies.
- 8) Provide support during the meeting (e.g., registration, note-taking, onsite logistical coordination and support).

The contractor shall assist EPA in identifying appropriate speakers (e.g., from private exchanges, from World Bank, IMF, etc.) and shall assist EPA in soliciting presentations from others as appropriate.

## V. PLACE OF PERFORMANCE

The work performed under this Task Order will be primarily undertaken at the contractor's office, at the conference site, and at the roundtable meeting site (presumed to be Washington DC). Travel anticipated under this Task Order includes the following: up to two (2) person-trips to the conference site and to the field trip site (if any) for advance meetings to arrange the site visit, if necessary, and up to three (3) person trips to the conference site to provide logistical support during the event itself; up to 4 person trips total to Washington DC for the roundtable event support.

## VI. PERIOD OF PERFORMANCE

The period of performance for all tasks completed under this Task Order is from the date of award to January 31, 2013.

## VII. DELIVERABLE/ DELIVERY SCHEDULE

The contractor shall provide the TOPO with both electronic and hard copies of all deliverables, unless otherwise specified by the TOPO.

Deliverables	Due Date					
Kick-off meeting	Within 1 week of Task Order issuance					
Bi-weekly conference calls with TOPO	As directed by the TOPO					
TASK 1: CONFERENCE SUPPORT						
Subtask 1: Select a Conference Venue						
Memo outlining steps to secure a location, including overall conference logistical recommendations	2 weeks after kickoff call					
Memo proposing candidate venues with information about each	4 weeks after kickoff call					
Agreement with selected venue for meeting space, block of rooms, etc.	As soon as possible after selection of preferred venue					
Subtask 2: Provide Conference Logistical Support						
Conference logistics calendar	2 weeks after Task Order issuance					
Updated conference logistics calendar	Monthly until 2 months prior to conference, then bi-weekly					
Conference website (draft)	6 weeks after kickoff call					
Marketing strategy for conference	6 weeks after kickoff call					
Conference announcements (up to 5 total)	5, 4, 3, 2, and 1 month prior to conference or as directed					
Sponsor information packages / signage	3 months prior to the conference					

Conference participant materials packets	1 week prior to conference
Onsite conference support (including field trip support)	1 day prior and during conference
Conference summary	2 weeks after conference
Conference presentations in electronic format and posted to website	2 weeks after conference
Thank you letters to sponsors, participants and speakers	2 weeks after conference
Recommendation to TOPO based on conference discussions	2 weeks after conference
Summary of conference finances	2 weeks after conference
Results of evaluation forms from conference participants	2 weeks after conference
Subtask 3: Conference Technical Support	
Proposal for themes / formats	4 weeks after kickoff
Preliminary conference agenda proposal, including speakers	1 month after selection of preferred theme
Revised conference agenda proposal, including speakers	2 weeks after TOPO feedback
Speaker/presentation bullet points	3 months prior to conference
Final conference agenda, including speakers	3 months prior to conference
Develop draft presentation	2 months prior to the conference
Develop final presentation based on TOPO comments	2 weeks prior to the conference
TASK 2: ROUNDTABLE SUPPORT	
Memorandum with proposed dates and venues	2 weeks following TD
Timeline	2 weeks following TD
Announcements	Per TD
Preliminary agenda	4 weeks following TD
Final agenda	2 weeks following TOPO comments
Memo summary of roundtable and discussions, including recommendations for follow-up and next steps	2 weeks following roundtable
Summary of event finances	2 weeks after roundtable

## VIII. SECURITY

Unclassified

## IX. GOVERNMENT FURNISHED EQUIPMENT/ GOVERNMENT FURNISHED INFORMATION

The U.S. EPA Task Order Project Officer will provide the contractor with any requested background information necessary to complete the task.

## X. TASK ORDER EVALUATION CRITERIA

The Government will make award to the responsible offeror whose offer conforms to this request and is most advantageous to the Government, price and other factors considered. Proposals will be evaluated using the following criteria in descending order of importance:

- 1. **Technical Experience**: Staff skills and technical background necessary to complete the work described in this task order including:
  - Experience in providing logistical support for professional conferences, roundtables, and technical workshops;
  - Demonstrated knowledge of and expertise in EPA conference regulations and federal policies regarding conferences and EPA web regulations as needed for this Task Order;
  - Knowledge of the US coal mining industry, the US and international coal mine methane markets, and CMM project development and financing communities;
  - Technical and communication skills required to perform the task(s) as evidenced by prior products for the Coalbed Methane Outreach Program or other programs.
- 2. **Technical Approach:** Describe the overall technical approach for accomplishing this requirement, including proposed strategy/steps to perform discrete subtasks outlined in this task order, and outline how the strategy will result in the most useful product for the government and industry. Propose innovative yet practical approaches.
- 3. **Past performance:** The contractor's past performance in performing technical and analytic evaluations and providing logistical support and outreach products and services for the Coalbed Methane Outreach Program shall be considered in evaluating this proposal.
- 4. **Key Personnel and Staffing Mix:** Each team should specify the staffing selected for each sub-task, their relevant experience and qualifications, and their availability for the task.
- 5. **Price:** Propose a total price for this requirement and include the price for each task. For each task, describe the total price, including all labor costs, and other direct costs (travel, subcontractor, materials, etc.).

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C. THIS SUPPLEMENTAL AGREEME	NT IS ENTERED	INTO PURSUANT TO A	OHTU	RITY OF:			
D. OTHER (Specify type of modification	and authority)						
E. IMPORTANT: Contractor 🗵 is not,	is required	to sign this document an	d return	0 copies to the issuing	g office.		
14. DESCRIPTION OF AMENDMENT/MODIFICATION DUNS Number: 112947395	(Organized by	JCF section headings, in	cluding	solicitation/contract subject matter where feasi	ole.)		
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COR for this task order as f		<b>-</b>					
COR: Felicia Ruiz							
Alt COR: Jayne Somers							
TOPO: Felicia Ruiz Max Expir	re Date:	09/30/2012					
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Except as provided herein, all terms and conditions of	he document ref	erenced in Item 9A or 10.	A, as he	eretofore changed, remains unchanged and in f	ill force	and effect.	
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OF PAGE REFERENCE NO. OF DOCUMENT BEING CONTINUED **CONTINUATION SHEET** 2 2 EP-W-10-019/0010/001

NAME OF OFFEROR OR CONTRACTOR

EASTERN RESEARCH GROUP INC

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	to Felicia Ruiz	1		:	
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	Felicia Ruiz				
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Washington DC 20460  8. NAME AND ADDRESS OF CONTRACTOR (No., stree			Washington DC 20460		
EASTERN RESEARCH GROUP INC Attn: NA 110 HARTWELL AVENUE Lexington MA 02421	, <b></b>		9B. DATED (SEE ITEM 11)  ** 10A. MODIFICATION OF CONTRACT/ORDER EP-W-10-019	R NO.	
			0010		
			10B. DATED (SEE ITEM 13)		
CODE 112947395	FACILITY CODE		03/06/2012		
	11. THIS ITEM ONLY AP	PLIES TO A	MENDMENTS OF SOLICITATIONS		
virtue of this amendment you desire to change an offe to the solicitation and this amendment, and is receive 12. ACCOUNTING AND APPROPRIATION DATA (If respectively)  13. THIS ITEM ONLY APPLIES TO METERS TO METERS TO ME	d prior to the opening hour an	id date speci			
CHECK ONE A. THIS CHANGE ORDER IS ISSUED ORDER NO. IN ITEM 10A.	PURSUANT TO: (Specify auti	hority) THE	CHANGES SET FORTH IN ITEM 14 ARE MADE I	N THE CONTRAC	Т
B. THE ABOVE NUMBERED CONTRA appropriation date, etc.) SET FORT	CT/ORDER IS MODIFIED TO H IN ITEM 14, PURSUANT TO	REFLECT O THE AUTI	THE ADMINISTRATIVE CHANGES (such as chang HORITY OF FAR 43.103(b).	ges in paying office	······································
C. THIS SUPPLEMENTAL AGREEMEN	IT IS ENTERED INTO PURS	UANT TO A	JTHORITY OF:		
D. OTHER (Specify type of modification	and authority)				
X   Mutual Agreement of	the Parties				
E. IMPORTANT: Contractor X is not,	s required to sign this do	ocument and	return O copies to the iss	uing office.	
14. DESCRIPTION OF AMENDMENT/MODIFICATION DUNS Number: 112947395	(Organized by UCF section h	neadings, inc	luding solicitation/contract subject matter where fe	asible.)	
The purpose of this modifica	tion is to exte	end the	e period of of performance	e of this	task
order to 31 December 2012, a	t no cost to the	he gove	ernment.		
COR: Felicia Ruiz					
Alt COR: Jayne Somers					
TOPO: Felicia Ruiz Max Expir	e Date: 12/31/2	2012			
LIST OF CHANGES:					
Reason for Modification : Ot	her Administra	tive A	ction		
Period Of Performance End Da	te changed from	m 30-SI	EP-12 to 31-DEC-12		
Total Amount for this Modifi	cation: \$0.00				
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Except as provided herein, all terms and conditions of the 15A. NAME AND TITLE OF SIGNER (Type or print)	ne document referenced in Ite	m 9A or 10A	a, as heretofore changed, remains unchanged and 16A. NAME_AND TITLE OF CONTRACTING OF		
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15B. CONTRACTOR/OFFEROR	15C. DATE	SIGNED	16B. UNITED STATES OF AMERICA		16C. DATE SIGNED
·			(9)		09/26/2012
(Signature of person authorized to sign) NSN 7540-01-152-8070			(Signature of Contracting Officer)	STANDARD FOR	RM 30 (REV. 10-83)

NSN 7540-01-152-8070 Previous edition unusable STANDARD FORM 30 (REV. 10-83) Prescribed by GSA FAR (48 CFR) 53.243

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CONTINUATION SHEET	EP-W-10-019/0010/002	2	2

NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP INC

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Washington DC 20460			1-	hington DC 20460			<del></del>
8. NAME AND ADDRESS OF CONTRACTOR (No., stree	et, county, State and ZIF	Code)	(x) 9/	A. AMENDMENT OF SOLICITATION NO.			
EASTERN RESEARCH GROUP INC				,			
Attn: NA			91	B. DATED (SEE ITEM 11)			
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Lexington MA 02421			- 10	DA. MODIFICATION OF CONTRACT/ORDER N	10.		
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CODE 112947395	FACILITY CODE		] [	03/06/2012			
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THE PLACE DESIGNATED FOR THE RECEIPT OF virtue of this amendment you desire to change an off to the solicitation and this amendment, and is receive 12. ACCOUNTING AND APPROPRIATION DATA (If re See Schedule	er already submitted, ed prior to the opening	, such change may be	e made				
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14. DESCRIPTION OF AMENDMENT/MODIFICATION DUNS Number: 112947395	l (Organized by UCF	section headings, inc	cluding	solicitation/contract subject matter where feasi	ble.)		
The purpose of this modifica	ation is to	extend the	e pe	eriod of of performance	of t	this t	ask
order to 31 December 2012, a							
COR: Felicia Ruiz		3					
Alt COR: Jayne Somers							
TOPO: Felicia Ruiz Max Expir	e Date: 12	/31/2012					
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Except as provided herein, all terms and conditions of the	he document referen	ced in Item 9A or 10A	A, as he	eretofore changed, remains unchanged and in f	ull force	and effect.	
15A. NAME AND TITLE OF SIGNER (Type or print)	-		16A	NAME AND TITLE OF CONTRACTING OFFI	CER (T	ype or print	,
			Fa	ye Sas			
15B. CONTRACTOR/OFFEROR	150	C. DATE SIGNED		UNITED STATES OF AMERICA		1160	C. DATE SIGNED
(Signature of person authorized to sign)				(Signature of Contracting Officer)		-   0	9/26/2012
NSN 7540-01-152-8070				<del></del>	TANDA	RD FORM :	30 (REV. 10-83)

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NAME OF OFFEROR OR CONTRACTOR

EASTERN RESEARCH GROUP INC

EM NO.	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	New Total Amount for this Award: \$76,604.00 Maximum Potential Expiration Date changed to: 12/31/2012 CHANGES FOR LINE ITEM NUMBER: 1 End Date changed from 30-SEP-12 to 31-DEC-12				
	Delivery Location Code: OAR/OAP/CCD OAR/OAP/CCD US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code: 62107J OAP/CCD Washington DC 20460 USA				
	Payment:  RTP Finance Center  US Environmental Protection Agency  RTP-Finance Center (D143-02)  109 TW Alexander Drive  Durham NC 27711  FOB: Destination  Period of Performance: 03/06/2012 to 12/31/2012				
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Mashington DC 20460					<i></i>	
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ASTERN RESEARCH GROUP INC ttn: NA 10 HARTWELL AVENUE				. DATED <i>(SEE ITEM 11)</i>		
exington MA 02421		2	× E1	A. MODIFICATION OF CONTRACT/ORDER N P-W-10-019 010 B. DATED (SEE ITEM 13)	10.	
CODE 112947395	FACILITY CO	DE	ļ	3/06/2012		
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D. OTHER (Specify type of mod	lification and authority)					
X Mutual Agreement	-					
E. IMPORTANT: Contractor X	s not, is required	to sign this document and i	return	Copies to the issuin	g office.	
14 DESCRIPTION OF AMENDMENT/MODIFIC DUNS Number: 112947395 The purpose of this modi cost to \$73,227.55. Co	fication is	to deobligate	\$3	,376.45 and reduce the	total	estimated
COR: Felicia Ruiz Alt COR: Jayne Somers FOPO: Felicia Ruiz Max E	xpire Date:	12/31/2012				
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Except as provided herein, all terms and conditing 15A. NAME AND TITLE OF SIGNER (Type or p		erenced in Item 9A or 10A,	,	retofore changed, remains unchanged and in f NAME. AND TITLE OF CONTRACTING OFFI		
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15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED	16B.	UNITED STATES OF AMERICA		16C. DATE SIGNED
(Signature of person authorized to sign	2)		—	(Signature of Contracting Officer)		04/12/2013

NSN 7540-01-152-8070 Previous edition unusable STANDARD FORM 30 (REV. 10-83) Prescribed by GSA FAR (48 CFR) 53.243 
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NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP INC

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i	12-13-B-58F4-101A46-25051258FC2538-001		]		
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ITEM NO. (a)		SUPPLIES OR SE	ERVICES		QUANTITY ORDERED (c)		UNIT PRICE (e)	AMO (f		ACCE	NTITY EPTED g)
	The total e "Pre-Feasik Methane Red in support	rkey" is \$75,	s for Co ilizatio l Methar	oal Mine on Projects, ne Initiative							
``	18. SHIPPING POI	NT		19. GROSS SHIPPING V	VEIGHT	-	20, INVOICE NO.				17(h) TOTAL (Cont.
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SEE BILLING INSTRUCTIONS ON REVERSE	b. STREET ADDRE (or P.O. Box)	RTP-Fi	nance C	tal Protectio enter (D143- der Drive	-	су		675.0	25 00		17(i) GRAND TOTAL
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22. UNITED	STATES OF						23. NAME (Typed)				I
AMERIC	A BY (Signature)						Margaret K. TITLE: CONTRACTING		FICER		

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER | CONTRACT NO. | 01/16/2013 | EP-W-10-019

ORDER NO.

NO.	SUPPLIES/SERVICES	QUANTITY ORDERED		UNIT PRICE	AMOUNT	QUANTITY ACCEPTED
1)	(b)	(c)	(d)	(e)	(f)	(g)
	effort of 473 labor hours. ERG shall	,				1
	complete one pre-feasibility study in					
	Turkey.		1			
						1
	This task order is fully funded with Global		]			
	Methane Initiative funding (Department of					
	State). The completion date is December	ĺ				
	31, 2013 contingent upon exercise of the					
	option year.					
	COR: Felicia Ruiz 202-343-9129					1
	Alt COR: Jayne Somers 202-343-9896					
	CO&Admin CO: Margaret Kline					
	The state of the					
	STATEMENT OF WORK:					
	Pre-Feasibility Studies for Coal Mine		j			
	Methane Recovery and Utilization Projects,					
	in support of the Global Methane Initiative					
	(GMI) - TURKEY				i	
	I. BACKGROUND					
	The U.S. EPA Coalbed Methane Outreach					
	Program (CMOP) works with coal mines in the					Ì
	U.S. and internationally to encourage the					
	economic use of coal mine methane (CMM) gas			1		1
	that is otherwise vented to the atmosphere.					İ
	Through this task order, EPA is requesting					1
	technical and analytic services to develop		1			
	pre-feasibility studies for the recovery					
	and utilization of CMM globally.					
	Methane is both the primary constituent of		İ			
	natural gas and a potent greenhouse gas					
	when released to the atmosphere. Reducing					
	emissions can yield substantial economic					
	and environmental benefits. The					
	implementation of available, cost-effective					
	methane emission reduction opportunities in					
	the coal industry can lead to improved mine					
	safety, greater mine productivity, and				j	
	increased revenues.					
	Methane is produced from mining activities	1	1			
	in underground coal mines, at surface coal	1				1
	mines, and as a result of post-mining		1			
	Continued	1	1			
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IMPORTANT: Mark all packages and papers with contract and/or order numbers. DATE OF ORDER CONTRACT NO. ORDER NO. 01/16/2013 EP-W-10-019 0011 ITEM NO. QUANTITY UNIT UNIT AMOUNT QUANTITY SUPPLIES/SERVICES ACCEPTED ORDERED PRICE (g) (a) (c) (e) activities including coal processing, storage and transportation. Underground mines are the single largest source of CMM emissions in most countries. Globally, CMM accounts for 6% of total methane emissions from human activities. This task order directly supports EPA's efforts under the Global Methane Initiative (formerly Methane to Markets (M2M) Partnership). The Global Methane Initiative (GMI) is an international initiative with several key objectives: to reduce global methane emissions to enhance economic growth, to promote energy security, to improve the environment, and to reduce greenhouse gas emissions. The initiative focuses on cost-effective, near-term methane recovery and use as a clean energy source. The GMI is a collaborative effort among 41 partner countries, including developed countries, developing countries, and countries with economies in transition. Together these countries work with strong participation from the private sector. The GMI targets four major methane sources: landfills, coal mines, natural gas and oil systems, and agriculture/manure management systems. By building international relationships, the GMI promotes opportunities to mitigate fugitive emissions and bring otherwise-wasted methane gas to commercial markets. Through the work of the Coal Subcommittee, the GMI has created and implemented an action plan to identify and promote coal mine methane project opportunities in partner countries, particularly in developing countries or countries with economies in transition. II. OBJECTIVE The objective of this task order is to provide technical and analytical services Continued ... \$0.00 TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

IMPORTANT: Mark all packages and papers with contract and/or order numbers. DATE OF ORDER CONTRACT NO. ORDER NO. EP-W-10-019 0011 01/16/2013 ITEM NO. SUPPLIES/SERVICES QUANTITY UNIT UNIT AMOUNT QUANTITY ORDERED PRICE ACCEPTED (g) (c) (e) (a) (h) to advance the goals of the Global Methane Initiative by supporting the development of international CMM recovery and utilization projects. Task 2: Development of international CMM pre-feasibility studies - TURKEY (excluding Deliverables and due dates are listed for each task below. For each deliverable under this Task Order, the contractor shall prepare a draft deliverable following receipt of a Technical Direction (TD) from the COR or Alternate COR (hereafter collectively referred to as COR) for COR review and comment. The contractor shall incorporate COR comments into the deliverables, perform additional information gathering as required, and submit a final deliverable to the COR. All deliverables shall be submitted electronically to the COR. The final report should also be delivered in hard copy, bound format in triplicate. This task order shall include one (1) international, one-person trips up to one per pre-feasibility study - based on written COR direction. These trips should be arranged based on overall efficiency and expediency. An overall trip plan for the task order must be developed and approved by the COR. For purposes of this proposal, the contractor shall assume that each trip would be approximately seven (7) to twelve days in duration for purposes of doing any necessary field visits or preparatory work to prepare the pre-feasibility study. For each trip, the contractor shall prepare a detailed trip report. It is anticipated that Sub-Task 1 for Task 2 will be initiated and completed before any of the other tasks are begun, as the results of Sub-Task 1 will directly impact Continued ...

\$0.00

IMPORTANT: Mark all packages and papers with contract and/or order numbers DATE OF ORDER CONTRACT NO. ORDER NO. EP-W-10-019 0011 01/16/2013 QUANTITY QUANTITY ITEM NO. SUPPLIES/SERVICES UNIT AMOUNT ORDERED PRICE ACCEPTED (d) (f) (e) (g) (c) which alternatives and scenarios are considered for the subsequent Sub-Tasks. In addition, biweekly conference calls are specified as a deliverable under each Task described below. These conference calls are intended to provide an opportunity for regular communication between the COR and the contractor to report on progress. It is expected that for all ongoing tasks at any one time, these biweekly calls will be combined into a single conference call. Task 2: Development of international CMM pre-feasibility studies - TURKEY (excluding China) Sub-Task 1: Identification of a project host mine site in consultation with the COR The contractor shall identify several potential host mine sites for the pre-feasibility study and shall obtain an expression of interest from at least one of the potential mine host sites at the appropriate management level. The bases for selecting the potential host sites include gas emissions (measured or estimated), historical and/or planned coal production, site and local infrastructure and/or availability of resources to develop appropriate infrastructure (e.g., degasification system, proximity or connection to end users), and the interest and engagement of the mine management. The contractor shall consult with the COR in selecting the final candidate for the pre-feasibility study. If the contractor has a short list of potential mines for consideration as the project host sites, this information may be included in the proposal. Note: It is anticipated that there will be a maximum of one (1), one-person Continued ... \$0.00 TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER | CONTRACT NO. | 01/16/2013 | EP-W-10-019

ORDER NO. 0011

01/16/2	013 EP-W-10-019			0011		
ITEM NO.	SUPPLIES/SERVICES	QUANTITY			AMOUNT	QUANTITY
(a)	(b)	(c)	(d)	(e)	<b>(f)</b>	(g)
ITEM NO.	(b)  international trip, per pre-feasibility study, to the potential host mine site(s) in conjunction with Task 2.  Sub-Task 1 Deliverables 1-1 Kickoff meeting (via teleconference as appropriate) Within one week of receipt of COR TD 1-2 Trip report(s) Within ten days completion of trip 1-3 Bi-weekly conference calls. Due Date - per TD 1-4 Selection of mine site. Due Date: within 12 weeks of TD  Sub-Task 2: Preparation of pre-feasibility study  The contractor shall prepare a pre-feasibility study for a large-scale coal mine methane recovery and utilization project at the chosen mine site. The contractor shall maintain biweekly contact with the COR to identify the work progress and any impediments that will affect the	ORDERED (c)		UNIT PRICE	AMOUNT	ACCEPTED
	time schedule for completion of the study.  The contractor shall prepare a draft outline of the final report and shall prepare a final outline based on COR comments. The contractor shall prepare a draft of the final report that provides a detailed account and description of all activities carried out under this pre-feasibility study.					
	The Pre-Feasibility Study shall include the following elements:					
	o Title page, Acknowledgements section, Table of Contents, list of Acronyms/Abbreviations. o List of all maps, figures, tables, exhibits and appendices in the study. o An Executive Summary that summarizes th Continued	19				
	TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))				\$0.00	

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

 ORDER NO. 0011

M NO.	SUPPLIES/SERVICES	QUANTITY ORDERED		UNIT PRICE	AMOUNT	QUANTIT ACCEPTE
(a)	(b)	(c)	(d)	(e)	(f)	(g)
	findings of the study and recommends next		ļ			
	steps, if any (i.e. if the pre-feasibility	1	Ì			
	study findings warrant a full-scale					
	feasibility study).					
	o Background section that includes		ļ			
	information on the selection process and					
	the host mine /mining company, including					
	the level of interest of mine management.					
	o Introduction section that discusses the			1		
	study;s objective / purpose and other	}				l
	relevant information.					
	o Summary of mine characteristics (e.g.,	İ				
	geology, geography, topography, coal		Ì			
	production history and projections, coal		)			
	reserves, coal quality, site facilities,		1	l I		
	etc.)		1			· ·
	o Assessment of available gas resources		]			
	(based on historical and projected gas		İ			
	emissions from the mine, data on in-situ					i
	gas content, drained gas quantity and					}
	quality, degasification system at the mine,					
	ventilation emissions, plans for future					1
	mining activities, etc.).					1
	o Brief / preliminary overview of market					
	information, which might include factors					
	such as the distance to nearby pipelines,					
	current and projected market price of gas,		İ			
	demand for and price of power generation in					[
	the area, possibility of carbon credits,					
	etc. Level of detail should not be that of		ł			
	a full-scale feasibility study.		ļ		1	
	o Assessment of technical possibilities t	Þ	ı			
	use the gas, including power generation,		ı			
	gas sales to pipeline (with or without		ı			
	upgrade), coal drying, mine heating, etc.		1			Ì
	o Assessment of proposed project costs fo	r	1			1
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	costs. These are based on best-available		1			1
	estimates from technology vendors and		1	•		
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	o Preliminary cost-benefit analysis (e.g.	ł	1		1	1
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IMPORTANT: Mark all packages and papers with contract and/or order numbers. DATE OF ORDER CONTRACT NO. ORDER NO. 01/16/2013 EP-W-10-019 0011 ITEM NO. SUPPLIES/SERVICES QUANTITY UNIT AMOUNT QUANTITY UNIT ORDERED PRICE ACCEPTED (a) (b) (c) (d) (e) (f) (g) market, and cost assessments and economic analyses. Recommendations section that proposes next steps in order to refine analysis and move the project forward. The pre-feasibility study shall be prepared in report format and is estimated to be about 20 to 25 pages in length (for the purpose of this request for proposals). Sub-Task 2 Deliverables 2-2 Biweekly conference calls. Due Date: per TD 2-1 Trip report. Due Date: Within ten days of trip completion 2-3 Draft outline of pre-feasibility study. Due Date: Within one week of TD 2-4 Final outline of pre-feasibility study. Due Date: Within one week of written COR comments on draft outline 2-5 Draft pre-feasibility study. Within 4 months receipt of TD Sub-Task 3: Prepare final pre-feasibility study report The contractor shall prepare a final version of the pre-feasibility report that incorporates the COR's comments. Sub-Task 3 Deliverables 3-1 Biweekly conference calls. Due Date: per TD, 3-2 Final pre-feasibility study report and recommendations. Due Date: Within 3 weeks of receipt of written comments from COR. Sub-Task 4: Translation of final pre-feasibility study into host language The contractor shall translate the final pre-feasibility study into the host language, including relevant maps, figures Continued ...

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

## **SCHEDULE - CONTINUATION**

IMPORTANT: Mark all packages and papers with contract and/or order numbers. DATE OF ORDER CONTRACT NO. ORDER NO. 01/16/2013 EP-W-10-019 0011 QUANTITY QUANTITY UNIT UNIT AMOUNT ITEM NO. SUPPLIES/SERVICES ORDERED PRICE ACCEPTED (c) (e) (g) and diagrams. The final studies, in both English and the host language, shall be published on the EPA Coalbed Methane Outreach Program website (http://www.epa.gov/cmop/). Sub-Task 4 Deliverables 4-1 Biweekly conference calls-Due Date: As scheduled by COR; 4-1 Final translated pre-feasibility study report and recommendations. Due Within 4 weeks of finalization of English report. TOPO: FELICIA RUIZ Admin Office: HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460 Accounting Info: 12-13-BR-58F0X13-101A46-2505-1358FC3535-001 BFY: 12 EFY: 13 Fund: BR Budget Org: 58F0X13 Program (PRC): 101A46 Budget (BOC): 2505 DCN - Line ID: 1358FC3535-001 Period of Performance: 01/16/2013 to 12/31/2013 0001 75,235.00 Award Competitive Task Order Request entitled "Pre-Feasibility Studies for Coal Mine Methane Recovery and Utilization Projects, in support of the Global Methane Initiative (GMI) to ERG, under Contract No. EP-W-10-019, for \$75,235.00 The obligated amount of award: \$75,235.00. The total for this award is \$75,235.00 TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

# Coalbed Methane Outreach Program Task Order Contract Numbers EP-W-10-019, EP-W-10-022, EP-W-10-023

## STATEMENT OF WORK:

Pre-Feasibility Studies for Coal Mine Methane Recovery and Utilization Projects, in support of the Global Methane Initiative (GMI)

## I. BACKGROUND

The U.S. EPA Coalbed Methane Outreach Program (CMOP) works with coal mines in the U.S. and internationally to encourage the economic use of coal mine methane (CMM) gas that is otherwise vented to the atmosphere. Through this task order, EPA is requesting technical and analytic support to develop pre-feasibility studies for the recovery and utilization of CMM globally.

Methane is both the primary constituent of natural gas and a potent greenhouse gas when released to the atmosphere. Reducing emissions can yield substantial economic and environmental benefits. The implementation of available, cost-effective methane emission reduction opportunities in the coal industry can lead to improved mine safety, greater mine productivity, and increased revenues.

Methane is produced from mining activities in underground coal mines, at surface coal mines, and as a result of post-mining activities including coal processing, storage and transportation. Underground mines are the single largest source of CMM emissions in most countries. Globally, CMM accounts for 6% of total methane emissions from human activities.

This task order directly supports EPA's efforts under the Global Methane Initiative (formerly Methane to Markets (M2M) Partnership).

The Global Methane Initiative (GMI) is an international initiative with several key objectives: to reduce global methane emissions to enhance economic growth, to promote energy security, to improve the environment, and to reduce greenhouse gas emissions. The initiative focuses on cost-effective, near-term methane recovery and use as a clean energy source. The GMI is a collaborative effort among 41 partner countries, including developed countries, developing countries, and countries with economies in transition. Together these countries work with strong participation from the private sector. The GMI targets four major methane sources: landfills, coal mines, natural gas and oil systems, and agriculture/manure management systems. By building international relationships, the GMI promotes opportunities to mitigate fugitive emissions and bring otherwise-wasted methane gas to commercial markets. Through the work of the Coal Subcommittee, the GMI has created and implemented an action plan to identify and promote coal mine methane project opportunities in partner countries, particularly in developing countries or countries with economies in transition.

Through this Task Order, EPA is seeking contractor support to prepare up to four (4) prefeasibility studies for international coal mine methane recovery and utilization projects. EPA is seeking Contractor to prepare up to one (1) pre-feasibility study in China (*Task 1*) and up to three (3) pre-feasibility studies in other GMI partner countries (*Task 2*).

Identification of the site for a coal mine methane recovery and utilization project shall be done in consultation with the TOPO upon award of this task order. If the contractor has a short list of potential mines, this information is encouraged to be included in the proposal.

Activities listed in this task order are not duplicative with activities under other CMOP task orders.

## II. OBJECTIVE

The objective of this task order is to provide EPA with technical and analytical support to advance the aims of the Global Methane Initiative by supporting the development of international CMM recovery and utilization projects. Specifically, EPA requests support for the preparation of up to four (4) pre-feasibility studies for potential international coal mine methane recovery and utilization projects. EPA is seeking contractor support to prepare up to one (1) pre-feasibility study in China (*Task 1*) and up to three (3) pre-feasibility studies in other GMI partner countries (*Task 2*).

## III. SCOPE

The work outlined under this task order is consistent with the following sections under the contract Statement of Work: 1.2.1, 1.2.2, 1.2.3, and 1.2.4.

## **IV. TASK DESCRIPTIONS**

This task order has 2 Tasks, each with 4 Sub-Tasks, listed and described in detail below.

- o Task 1: Development of a CMM pre-feasibility study in China
- Task 2: Development of international CMM pre-feasibility studies (excluding China)

Deliverables and due dates are listed for each task below. For each deliverable under this Task Order, the contractor shall prepare a draft deliverable following receipt of a Technical Direction (TD) from the TOPO or Alternate TOPO (hereafter collectively referred to as TOPO) for TOPO review and comment. The contractor shall incorporate TOPO comments into the deliverables, perform additional information gathering as required, and submit a final deliverable to the TOPO. All deliverables shall be submitted electronically to the TOPO. The final report should also be delivered in hard copy, bound format in triplicate.

This task order shall include up to four (4) international, one-person trips — up to one per prefeasibility study - based on TOPO direction. These trips should be arranged based on overall efficiency and expediency. *An overall trip plan for the task order must be developed and approved by the TOPO.* For purposes of this proposal, the contractor shall assume that each trip would be approximately seven (7) to twelve days in duration for purposes of doing any necessary field visits or preparatory work to prepare the pre-feasibility study. For each trip, the contractor shall prepare a detailed trip report.

It is anticipated that Sub-Task 1 (for both Tasks 1 and 2) will be initiated and completed before any of the other tasks are begun, as the results of Sub-Task 1 will directly impact which alternatives and scenarios are considered for the subsequent Sub-Tasks.

In addition, biweekly conference calls are specified as a deliverable under each Task described below. These conference calls are intended to provide an opportunity for regular communication between the TOPO and the contractor to report on progress. It is expected that

for all ongoing tasks at any one time, these biweekly calls will be combined into a single conference call.

## Task 1: Development of a CMM pre-feasibility study in China

## Sub-Task 1: Identification of a project host mine site in consultation with the TOPO

The contractor shall identify several potential host mine sites for the pre-feasibility study and shall obtain an expression of interest from at least one of the potential mine host sites at the appropriate management level. The bases for selecting the potential host sites include gas emissions (measured or estimated), historical and/or planned coal production, site and local infrastructure and/or availability of resources to develop appropriate infrastructure (e.g., degasification system, proximity or connection to end users), and the interest and engagement of the mine management. The contractor shall consult with the TOPO in selecting the final candidate for the pre-feasibility study.

If the contractor has a short list of potential mines for consideration as the project host sites, this information may be included in the proposal.

Note: It is anticipated that there will be a maximum of one (1), one-person international trip to China, to the potential host mine site(s) in conjunction with Task 1.

Sub	-Task 1 Deliverables	Due Date
1-1	Kickoff meeting (via teleconference as appropriate)	Within one week of receipt of TOPO TD
1-2	Trip report(s)	Within ten days completion of trip
1-3	Bi-weekly conference calls	As scheduled by TOPO
1-4	Selection of mine site	Within 12 weeks of TD

## **Sub-Task 2: Preparation of pre-feasibility study**

The contractor shall prepare a pre-feasibility study for a large-scale coal mine methane recovery and utilization project at the chosen mine site. The contractor shall maintain biweekly contact with the TOPO to identify the work progress and any impediments that will affect the time schedule for completion of the study.

The contractor shall prepare a draft outline of the final report and shall prepare a final outline based on TOPO comments. The contractor shall prepare a draft of the final report that provides a detailed account and description of all activities carried out under this pre-feasibility study.

The Pre-Feasibility Study shall include the following elements:

- Title page, Acknowledgements section, Table of Contents, list of Acronyms/Abbreviations.
- o List of all maps, figures, tables, exhibits and appendices in the study.
- An Executive Summary that summarizes the findings of the study and recommends next steps, if any (i.e. if the pre-feasibility study findings warrant a full-scale feasibility study).

- o **Background** section that includes information on the selection process and the host mine /mining company, including the level of interest of mine management.
- o **Introduction** section that discusses the study's objective / purpose and other relevant information.
- o **Summary of mine characteristics** (e.g., geology, geography, topography, coal production history and projections, coal reserves, coal quality, site facilities, etc.)
- Assessment of available gas resources (based on historical and projected gas emissions from the mine, data on in-situ gas content, drained gas quantity and quality, degasification system at the mine, ventilation emissions, plans for future mining activities, etc.).
- Brief / preliminary overview of market information, which might include factors such as the distance to nearby pipelines, current and projected market price of gas, demand for and price of power generation in the area, possibility of carbon credits, etc. Level of detail should not be that of a full-scale feasibility study.
- o Assessment of **technical possibilities** to use the gas, including power generation, gas sales to pipeline (with or without upgrade), coal drying, mine heating, etc.
- Assessment of proposed project costs for project scenarios of interest, including cost estimates for capital and operating costs. These are based on best-available estimates from technology vendors and technical experts.
- o Preliminary **cost-benefit analysis** (e.g., return on investment, simple payback, etc.) for each technically viable scenario.
- o **Conclusions** section. Summary of viable project scenarios based on technical, market, and cost assessments and economic analyses.
- o **Recommendations** section that proposes next steps in order to refine analysis and move the project forward.

The pre-feasibility study shall be prepared in report format and is estimated to be about 20 to 25 pages in length (for the purpose of this request for proposals).

Sub	-Task 2 Deliverables	Due Date			
2-2 Biweekly conference calls		As scheduled by TOPO			
2-1	Trip report	Within ten days of trip completion			
2-3	Draft outline of pre-feasibility study	Within one week of TD			
2-4	Final outline of pre-feasibility study	Within one week of TOPO comments on draft outline			
2-5	Draft pre-feasibility study	Within 4 months receipt of TD			

#### Sub-Task 3: Prepare final pre-feasibility study report

The contractor shall prepare a final version of the pre-feasibility report that incorporates the TOPO's comments.

Sub-Task 3 Deliverables		Due Date		
3-1	Biweekly conference calls	As scheduled by TOPO		

3-2	Final pre-feasibility study report and	Within 3 weeks of receipt of
	recommendations	comments from TOPO

#### Sub-Task 4: Translation of final pre-feasibility study into host language

The contractor shall translate the final pre-feasibility study into the host language, including relevant maps, figures and diagrams. The final studies, in both English and the host language, shall be published on the EPA Coalbed Methane Outreach Program website (http://www.epa.gov/cmop/).

Sub-Task 4 Deliverables		Due Date
4-1 Biweekly conference calls		As scheduled by TOPO
4-1	Final translated pre-feasibility study report	Within 4 weeks of finalization of
	and recommendations	English report

#### Task 2: Development of international CMM pre-feasibility studies (excluding China)

#### Sub-Task 1: Identification of a project host mine site in consultation with the TOPO

The contractor shall identify several potential host mine sites for the pre-feasibility study and shall obtain an expression of interest from at least one of the potential mine host sites at the appropriate management level. The bases for selecting the potential host sites include gas emissions (measured or estimated), historical and/or planned coal production, site and local infrastructure and/or availability of resources to develop appropriate infrastructure (e.g., degasification system, proximity or connection to end users), and the interest and engagement of the mine management. The contractor shall consult with the TOPO in selecting the final candidate for the pre-feasibility study.

If the contractor has a short list of potential mines for consideration as the project host sites, this information may be included in the proposal.

Note: It is anticipated that there will be a maximum of one (1), one-person international trip, per pre-feasibility study, to the potential host mine site(s) in conjunction with Task 2.

Sub	Task 1 Deliverables	Due Date
1-1 Kickoff meeting (via teleconference as appropriate)		Within one week of receipt of TOPO TD
1-2	Trip report(s)	Within ten days completion of trip
1-3	Bi-weekly conference calls	As scheduled by TOPO
1-4	Selection of mine site	Within 12 weeks of TD

### Sub-Task 2: Preparation of pre-feasibility study

The contractor shall prepare a pre-feasibility study for a large-scale coal mine methane recovery and utilization project at the chosen mine site. The contractor shall maintain biweekly contact with the TOPO to identify the work progress and any impediments that will affect the time schedule for completion of the study.

The contractor shall prepare a draft outline of the final report and shall prepare a final outline based on TOPO comments. The contractor shall prepare a draft of the final report that provides a detailed account and description of all activities carried out under this pre-feasibility study.

The Pre-Feasibility Study shall include the following elements:

- Title page, Acknowledgements section, Table of Contents, list of Acronyms/Abbreviations.
- o List of all maps, figures, tables, exhibits and appendices in the study.
- An Executive Summary that summarizes the findings of the study and recommends next steps, if any (i.e. if the pre-feasibility study findings warrant a full-scale feasibility study).
- o **Background** section that includes information on the selection process and the host mine /mining company, including the level of interest of mine management.
- o **Introduction** section that discusses the study's objective / purpose and other relevant information.
- o **Summary of mine characteristics** (e.g., geology, geography, topography, coal production history and projections, coal reserves, coal quality, site facilities, etc.)
- Assessment of available gas resources (based on historical and projected gas emissions from the mine, data on in-situ gas content, drained gas quantity and quality, degasification system at the mine, ventilation emissions, plans for future mining activities, etc.).
- Brief / preliminary overview of market information, which might include factors such as the distance to nearby pipelines, current and projected market price of gas, demand for and price of power generation in the area, possibility of carbon credits, etc. Level of detail should not be that of a full-scale feasibility study.
- o Assessment of **technical possibilities** to use the gas, including power generation, gas sales to pipeline (with or without upgrade), coal drying, mine heating, etc.
- Assessment of proposed project costs for project scenarios of interest, including cost estimates for capital and operating costs. These are based on best-available estimates from technology vendors and technical experts.
- o Preliminary **cost-benefit analysis** (e.g., return on investment, simple payback, etc.) for each technically viable scenario.
- o **Conclusions** section. Summary of viable project scenarios based on technical, market, and cost assessments and economic analyses.
- Recommendations section that proposes next steps in order to refine analysis and move the project forward.

The pre-feasibility study shall be prepared in report format and is estimated to be about 20 to 25 pages in length (for the purpose of this request for proposals).

Sub-Task 2 Deliverables	Due Date

2-2	Biweekly conference calls	As scheduled by TOPO
2-1	Trip report	Within ten days of trip completion
2-3	Draft outline of pre-feasibility study	Within one week of TD
2-4	Final outline of pre-feasibility study	Within one week of TOPO comments on draft outline
2-5	Draft pre-feasibility study	Within 4 months receipt of TD

#### Sub-Task 3: Prepare final pre-feasibility study report

The contractor shall prepare a final version of the pre-feasibility report that incorporates the TOPO's comments.

Sub-	Sub-Task 3 Deliverables Due Date	
3-1 Biweekly conference calls		As scheduled by TOPO
3-2	Final pre-feasibility study report and	Within 3 weeks of receipt of
	recommendations	comments from TOPO

## Sub-Task 4: Translation of final pre-feasibility study into host language

The contractor shall translate the final pre-feasibility study into the host language, including relevant maps, figures and diagrams. The final studies, in both English and the host language, shall be published on the EPA Coalbed Methane Outreach Program website (<a href="http://www.epa.gov/cmop/">http://www.epa.gov/cmop/</a>).

Sub-	Гask 4 Deliverables	Due Date
4-1	Biweekly conference calls	As scheduled by TOPO
4-1	Final translated pre-feasibility study report and recommendations	Within 4 weeks of finalization of English report

#### V. PLACE OF PERFORMANCE

The work performed under this Task Order will be primarily undertaken at the contractor's office. This Task Order may include up to four (4) international person-trips, as directed by the TOPO.

#### VI. PERIOD OF PERFORMANCE

The period of performance for this Task Order is from the date of award to September 30, 2013. Extensions to this period of performance will not be granted except in the case of extenuating circumstances.

### VII. DELIVERABLE/ DELIVERY SCHEDULE

The deliverable schedules are included above within each specific subtask.

### VIII. SECURITY

Unclassified

# IX. GOVERNMENT FURNISHED EQUIPMENT/GOVERNMENT FURNISHED INFORMATION

The U.S. EPA Task Order Project Officer will provide the contractor with any requested background information necessary to complete the task.

## X. TASK ORDER EVALUATION CRITERIA

For Tasks awarded competitively under this Task Order, the Government will make award to the responsible offeror whose offer conforms to this request and is most advantageous to the Government, price and other factors considered. Proposals will be evaluated using the following criteria:

- 1. **Technical Experience**: Staff skills and technical background necessary to complete the work described in this task order including:
  - Demonstrated experience in preparing pre-feasibility studies and full-fledged feasibility studies for large-scale coal mine methane and/or coalbed methane recovery and utilization projects in the United States or internationally;
  - Demonstrated experience and expertise in preparing economic and financial analyses, including pre-feasibility studies, particularly related to the coal mine methane/coalbed methane sector, including carbon financing as it relates to these projects;
  - Knowledge of and experience in dealing with the international coal mining, coal mine methane, and coalbed methane industries;
  - Understanding of regulatory and policy issues relating to coal mine methane usage internationally;
  - An understanding of foreign markets for heat, power, and natural gas;
  - An understanding of the technologies to produce, capture, and use coal mine methane, including but not limited to mine ventilation air;
  - Expertise in preparing methane resource assessments and evaluating and designing degasification and gathering system technologies;
  - Technical, analytic, and communication skills required to perform these task(s).
- 2. **Technical Approach:** Describe the overall technical approach for accomplishing this requirement, including proposed strategy/steps to perform each of the discrete tasks outlined in this task order, and outline how the strategy will result in the most useful product for the government and industry. Propose innovative yet practical approaches.
- 3. **Past performance:** The contractor's past performance in performing technical and analytic evaluations and services for the Coalbed Methane Outreach Program shall be considered in evaluating this proposal.
- 4. **Key Personnel and Staffing Mix:** Each team should specify the staffing selected <u>for each Task</u>, <u>their relevant experience and qualifications</u>, and <u>their availability for each task</u>.
- 5. **Price:** <u>Propose a price for each Task</u> of this requirement, including a breakdown of all labor costs, and for all other direct costs (travel, subcontractor, materials, etc.). Failure to do this may result in disqualification of the proposal. Also propose <u>the total price for all tasks in this Task Order</u>.

AMENDMENT OF SOLICITATION/MODIFIC	CATION OF CONTRACT		1. CONTRACT ID CODE	PAGE	OF PAGES
2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. RE	L QUISITION/PURCHASE REQ. NO.	5. PROJEC	T NO. (If applicable)
001	12/26/2013				
6. ISSUED BY CODE		7. AD	MINISTERED BY (If other than Item 6)	CODE	
HPOD US Environmental Protection Headquarters Procurement Op Ariel Rios Building 1200 Pennsylvania Avenue, N Washington DC 20460	erations				
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EASTERN RESEARCH GROUP INC Attn: NA 110 HARTWELL AVENUE Lexington MA 02421		× 100 × E	B. DATED (SEE ITEM 11)  A. MODIFICATION OF CONTRACT/ORDER N P-W-10-019  011  B. DATED (SEE ITEM 13)	0.	
CODE 112947395	FACILITY CODE	- $ $	01/16/2013		
112711000	11. THIS ITEM ONLY APPLIES 1		·		
Offers must acknowledge receipt of this amendment Items 8 and 15, and returning c separate letter or telegram which includes a reference THE PLACE DESIGNATED FOR THE RECEIPT OF virtue of this amendment you desire to change an off to the solicitation and this amendment, and is received.  12. ACCOUNTING AND APPROPRIATION DATA (If re-	pies of the amendment; (b) By ackno e to the solicitation and amendment n OFFERS PRIOR TO THE HOUR AN er already submitted, such change ma ed prior to the opening hour and date s	wledging re umbers. FA D DATE SF ay be made	ceipt of this amendment on each copy of the off NLURE OF YOUR ACKNOWLEDGEMENT TO ECIFIED MAY RESULT IN REJECTION OF YO	er submitted; BE RECEIVE OUR OFFER.	or (c) By ED AT If by
See Schedule	.quirou)				
	NCT/ORDER IS MODIFIED TO REFLE H IN ITEM 14, PURSUANT TO THE /	ECT THE AI AUTHORIT	GES SET FORTH IN ITEM 14 ARE MADE IN TO DMINISTRATIVE CHANGES (such as changes Y OF FAR 43.103(b).		
E. IMPORTANT: Contractor Sis not.	is required to sign this documen	t and return	O copies to the issuing	noffice	
14. DESCRIPTION OF AMENDMENT/MODIFICATION DUNS Number: 112947395 The purpose of this modification 2014. There is no increase	(Organized by UCF section headings	s, including	solicitation/contract subject matter where feasiberiod of performance three	ple.)	inuary 10,
The total estimated cost for Recovery and Utilization Pro Turkey" is \$75,235 for a leap pre-feasibility study in Tur	ojects, in support vel of effort of 47	of the	Global Methane Initiat	ive (GN	II) -
This task order is fully fur State). COR: Felic: Continued  Except as provided herein, all terms and conditions of	ia Ruiz 202-343-912	9 .			
15A. NAME AND TITLE OF SIGNER (Type or print)		16A.	NAME AND TITLE OF CONTRACTING OFFICE		<del></del>
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNEI		rgaret Kline UNITED STATES OF AMERICA	, ·	16C. DATE SIGNED
(Signature of person authorized to sign)			(Signature of Contracting Officer)		

**CONTINUATION SHEET** 

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PAGE 2

OF 9

(A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	(D)	UNIT PRICE (E)	AMOUNT (F)
	Alt COR: Jayne Somers 202-343-9896	1	, ,	, — , <u> </u>	. ,
	CO&Admin CO: Margaret Kline				
	STATEMENT OF WORK:				
	Pre-Feasibility Studies for Coal Mine Methane Recovery and Utilization Projects, in support of				
	the Global Methane Initiative (GMI) - TURKEY				
	I. BACKGROUND				
	The U.S. EPA Coalbed Methane Outreach Program				
[	(CMOP) works with coal mines in the U.S. and				
1	internationally to encourage the economic use of coal mine methane (CMM) gas that is otherwise				
ł	vented to the atmosphere. Through this task				
1	order, EPA is requesting technical and analytic services to develop pre-feasibility studies for				
1	the recovery and utilization of CMM globally.				
	Methane is both the primary constituent of				
	natural gas and a potent greenhouse gas when				
	released to the atmosphere. Reducing emissions can yield substantial economic and environmental				
	benefits. The implementation of available,				
ŀ	cost-effective methane emission reduction				
	opportunities in the coal industry can lead to improved mine safety, greater mine productivity,				
	and increased revenues.				
i	Methane is produced from mining activities in				
	underground coal mines, at surface coal mines,				
	and as a result of post-mining activities including coal processing, storage and			1	
	transportation. Underground mines are the single			ļ	
i	largest source of CMM emissions in most				
	countries. Globally, CMM accounts for 6% of total methane emissions from human activities.				
	This task order directly supports EPA's efforts			Ì	
	under the Global Methane Initiative (formerly				
	Methane to Markets (M2M) Partnership).				
	The Global Methane Initiative (GMI) is an				
	international initiative with several key objectives: to reduce global methane emissions to				
	enhance economic growth, to promote energy				
	security, to improve the environment, and to				
	reduce greenhouse gas emissions. The initiative focuses on cost-effective, near-term methane				
	recovery and use as a clean energy source. The				
	Continued				
					OPTIONAL FORM 336 (4-86)

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 OF

 EP-W-10-019/0011/001
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M NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
A)	(B)	(C)	(D)	(E)	(F)
	GMI is a collaborative effort among 41 partner				
	countries, including developed countries,				
	developing countries, and countries with				
	economies in transition. Together these				
	countries work with strong participation from the				
	private sector. The GMI targets four major		li	i i	
	methane sources: landfills, coal mines, natural				
	gas and oil systems, and agriculture/manure		1 1		
	management systems. By building international				
	relationships, the GMI promotes opportunities to				
	mitigate fugitive emissions and bring				
	otherwise-wasted methane gas to commercial		ll		
	markets. Through the work of the Coal				
	Subcommittee, the GMI has created and implemented		1 1		
	an action plan to identify and promote coal mine				
	methane project opportunities in partner				
	countries, particularly in developing countries				
	or countries with economies in transition.				
	of countries with economies in transition.				
	III. OBJECTIVE				
	111. 000001111				
	The objective of this task order is to provide				
	technical and analytical services to advance the				
	goals of the Global Methane Initiative by				
	supporting the development of international CMM				
	recovery and utilization projects.				
	loosvery and attribution projector				
	Task 2: Development of international CMM				
	pre-feasibility studies - TURKEY (excluding China)				
	The reading of the re				
	Deliverables and due dates are listed for each				
	task below. For each deliverable under this Task				
	Order, the contractor shall prepare a draft				
	deliverable following receipt of a Technical				
	Direction (TD) from the COR or Alternate COR				
	(hereafter collectively referred to as COR) for				
	COR review and comment. The contractor shall				
	incorporate COR comments into the deliverables,		1 1		
	perform additional information gathering as		] ]		
	required, and submit a final deliverable to the				
	COR. All deliverables shall be submitted				
	electronically to the COR. The final report				
	should also be delivered in hard copy, bound		1		
	format in triplicate.				
				j	
	This task order shall include one (1)				
	international, one-person trips up to one per				
	pre-feasibility study - based on written COR				
	direction. These trips should be arranged based				
	on overall efficiency and expediency. An overall	1			
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EASTERN RESEARCH GROUP INC

A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	(D)	UNIT PRICE (E)	AMOUNT (F)
	trip plan for the task order must be developed and approved by the COR. For purposes of this proposal, the contractor shall assume that each trip would be approximately seven (7) to twelve days in duration for purposes of doing any necessary field visits or preparatory work to prepare the pre-feasibility study. For each trip, the contractor shall prepare a detailed trip report.				
	It is anticipated that Sub-Task 1 for Task 2 will be initiated and completed before any of the other tasks are begun, as the results of Sub-Task 1 will directly impact which alternatives and scenarios are considered for the subsequent Sub-Tasks.				
	In addition, biweekly conference calls are specified as a deliverable under each Task described below. These conference calls are intended to provide an opportunity for regular communication between the COR and the contractor to report on progress. It is expected that for all ongoing tasks at any one time, these biweekly calls will be combined into a single conference call.				·
	Task 2: Development of international CMM pre-feasibility studies - TURKEY (excluding China)				
	Sub-Task 1: Identification of a project host mir site in consultation with the COR	.e			
	The contractor shall identify several potential host mine sites for the pre-feasibility study and shall obtain an expression of interest from at least one of the potential mine host sites at the appropriate management level. The bases for selecting the potential host sites include gas emissions (measured or estimated), historical and/or planned coal production, site and local infrastructure and/or availability of resources to develop appropriate infrastructure (e.g., degasification system, proximity or connection to end users), and the interest and engagement of				·
	the mine management. The contractor shall consult with the COR in selecting the final candidate for the pre-feasibility study.				
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NO. A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (臣)	AMOUNT (F)
	If the contractor has a short list of potential mines for consideration as the project host sites, this information may be included in the proposal.				
	Note: It is anticipated that there will be a maximum of one (1), one-person international trip, per pre-feasibility study, to the potential host mine site(s) in conjunction with Task 2.				
	Sub-Task 1 Deliverables 1-1 Kickoff meeting (via teleconference as appropriate) Within one week of receipt of COR TI 1-2 Trip report(s) Within ten days completion of trip	E .			
	1-3 Bi-weekly conference calls. Due Date - per TD 1-4 Selection of mine site. Due Date: within 12 weeks of TD				
	Sub-Task 2: Preparation of pre-feasibility study				
	The contractor shall prepare a pre-feasibility study for a large-scale coal mine methane recovery and utilization project at the chosen mine site. The contractor shall maintain biweekly contact with the COR to identify the work progress and any impediments that will affect the time schedule for completion of the study.				
	The contractor shall prepare a draft outline of the final report and shall prepare a final outline based on COR comments. The contractor shall prepare a draft of the final report that provides a detailed account and description of all activities carried out under this pre-feasibility study.				
	The Pre-Feasibility Study shall include the following elements:				
	o Title page, Acknowledgements section, Table o Contents, list of Acronyms/Abbreviations. o List of all maps, figures, tables, exhibits a appendices in the study. o An Executive Summary that summarizes the				
	findings of the study and recommends next steps, if any (i.e. if the pre-feasibility study findings warrant a full-scale feasibility study). Continued				

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	o Background section that includes information	on			
	the selection process and the host mine /mining				
	company, including the level of interest of mine				
	management.		l 1		
	o Introduction section that discusses the study	s	ĺĺ		
	objective / purpose and other relevant				
	information.				
	o Summary of mine characteristics (e.g., geolog	<i>,</i>			
	geography, topography, coal production history				
	and projections, coal reserves, coal quality,				
	site facilities, etc.)			j	
	o Assessment of available gas resources (based	on			
	historical and projected gas emissions from the				
	mine, data on in-situ gas content, drained gas				
	quantity and quality, degasification system at				
	the mine, ventilation emissions, plans for future				
	mining activities, etc.).				
	o Brief / preliminary overview of market				
	information, which might include factors such as				
	the distance to nearby pipelines, current and				
	projected market price of gas, demand for and	İ			
	price of power generation in the area,		l l		
	possibility of carbon credits, etc. Level of				
	detail should not be that of a full-scale				
	feasibility study.				
	o Assessment of technical possibilities to use		1		
	the gas, including power generation, gas sales to				
	pipeline (with or without upgrade), coal drying,				
	mine heating, etc.				
	o Assessment of proposed project costs for		1 1		
	project scenarios of interest, including cost		]		
	estimates for capital and operating costs. These				
	are based on best-available estimates from				
	technology vendors and technical experts.				
	o Preliminary cost-benefit analysis (e.g., retu	rn			
	on investment, simple payback, etc.) for each				
	technically viable scenario.				
	o Conclusions section. Summary of viable projections	CC	Ιł		
	scenarios based on technical, market, and cost				
	assessments and economic analyses.  o Recommendations section that proposes next		1 1		
	steps in order to refine analysis and move the		H		
	project forward.		1		
	project forward.				
	The pre-feasibility study shall be prepared in		1		
	report format and is estimated to be about 20 to		1 1		
	25 pages in length (for the purpose of this		1		
	request for proposals).		İΙ		
	lequebe for proposars,.		ΙI		
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NO.	SUPPLIES/SERVICES	QUANTITY	1 1	UNIT PRICE	AMOUNT
)	(B)	(C)	(D)	(E)	(F)
	Sub-Task 2 Deliverables				
	2-2 Biweekly conference calls. Due Date: per TD				
	2-1 Trip report. Due Date: Within ten days of				
	trip completion				
	2-3 Draft outline of pre-feasibility study. Due				
	Date: Within one week of TD		1 1		
	2-4 Final outline of pre-feasibility study. Due				
	Date: Within one week of written COR comments on				
	draft outline				
	2-5 Draft pre-feasibility study. Due Date:		l I		
	Within 4 months receipt of TD				
	Sub-Task 3: Prepare final pre-feasibility study				
	report		1 1		
	The contractor shall prepare a final version of		1 1		
	the pre-feasibility report that incorporates the				
	COR's comments.	}			
	Sub-Task 3 Deliverables				
	3-1 Biweekly conference calls. Due Date: per TD,				
	3-2 Final pre-feasibility study report and				
	recommendations. Due Date: Within 3 weeks of		1 1		
	receipt of written comments from COR.	1			
	Sub-Task 4: Translation of final pre-feasibility				
	study into host language				
	The contractor shall translate the final				
	pre-feasibility study into the host language,		1 1		
	including relevant maps, figures and diagrams.				
	The final studies, in both English and the host language, shall be published on the EPA Coalbed				
	Methane Outreach Program website				
	(http://www.epa.gov/cmop/).				
	Sub-Task 4 Deliverables				
	4-1 Biweekly conference calls-Due Date: As				
	scheduled by COR;				
	4-1 Final translated pre-feasibility study report				
	and recommendations. Due Date: Within 4 week	B OI			
	finalization of English report.				
	TOPO: FELICIA RUIZ				
	The purpose of this modification is to extend the	]			
	period of performance through January 10, 2014.				
	There is no increase to the task order ceiling.				
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NAME OF OFFEROR OR CONTRACTOR

EASTERN RESEARCH GROUP INC

ITEM NO.	SUPPLIES/SERVICES	QUANTITY		UNIT PRICE	AMOUNT
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	Payment:				
	RTP Finance Center	}			
	US Environmental Protection Agency				
	RTP-Finance Center				
	Mail Drop D143-02	İ		ļ	
	109 TW Alexander Drive		[	į	
	Durham NC 27711				
	Period of Performance: 01/16/2013 to 01/10/2014			ĺ	
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AMENDME	NT OF SOLICITATION/MODIF	ICATION OF C	ONTRACT		1. CONTRACT ID CODE	P	AGE OF PAGES
2. AMENDME	NT/MODIFICATION NO.	3. EFFECTIVE	DATE	4. RE	EQUISITION/PURCHASE REQ. NO.	5. PROJ	1 9 ECT NO. (If applicable)
002		01/07/2	714				
6. ISSUED BY	COD		714	7. A	DMINISTERED BY (If other than Item 6)	CODE	
IIDOD		111 01					
Headqua Ariel R	ronmental Protection rters Procurement Op ios Building nnsylvania Avenue, N	perations					
Washing	ton DC 20460						
8. NAME AND	ADDRESS OF CONTRACTOR (No., str	eet, county, State and	ZIP Code)	(x) 9	A. AMENDMENT OF SOLICITATION NO.		
EASTERN Attn: NA	RESEARCH GROUP INC			9	B. DATED (SEE ITEM 11)		
110 HART	TWELL AVENUE						
Lexingto	on MA 02421		-		A MODIFICATION OF CONTRACT/OPPER		
				X E	0A. MODIFICATION OF CONTRACT/ORDER N EP-W-10-019 0011	O.	
				1	OB. DATED (SEE ITEM 13)		
CODE 11	.2947395	FACILITY COI	DE		01/16/2013		
· · · · · · · · · · · · · · · · · · ·	M	11. THIS IT	M ONLY APPLIES TO A	MEN	DMENTS OF SOLICITATIONS		
separate let THE PLACI virtue of this	tter or telegram which includes a referer E DESIGNATED FOR THE RECEIPT O	nce to the solicitation F OFFERS PRIOF offer already submit	n and amendment numbe TO THE HOUR AND DA ted, such change may be	ers. F ATE S made	receipt of this amendment on each copy of the of FAILURE OF YOUR ACKNOWLEDGEMENT TO SPECIFIED MAY RESULT IN REJECTION OF YO e by telegram or letter, provided each telegram o	BE RECE	EIVED AT ER. If by
12. ACCOUN	TING AND APPROPRIATION DATA (If	required)					
See Sch	edule						
	13. THIS ITEM ONLY APPLIES TO	MODIFICATION	F CONTRACTS/ORDERS	S. IT	MODIFIES THE CONTRACT/ORDER NO. AS DE	SCRIBED	IN ITEM 14.
CHECK ONE	A. THIS CHANGE ORDER IS ISSUE ORDER NO. IN ITEM 10A.	D PURSUANT TO:	(Specify authority) THE	CHA	NGES SET FORTH IN ITEM 14 ARE MADE IN T	HE CONT	FRACT
X					ADMINISTRATIVE CHANGES (such as changes TY OF FAR 43.103(b).	in paying	office,
	C. THIS SUPPLEMENTAL AGREEM	ENT IS ENTERED	INTO PURSUANT TO AL	UTHU	RIIY OF:		
	D. OTHER (Specify type of modificati	on and authority)					
E. IMPORTAN	IT: Contractor 🗵 is not.	□ is required	to sign this document and	l retur	n 0 copies to the issuin	n office	
	TION OF AMENDMENT/MODIFICATIO				g solicitation/contract subject matter where feasil		
The pur	pose of this modific	ation is	to extend the	e p	eriod of performance thr	ough	March 30,
-	There is no increase					-	
					sibility Studies for Coa e Global Methane Initiat		
-	•	-	= =		or hours. ERG shall com		
			TOTE OF 4/0 1	_aD	OI HOULD. ENG BHAIL COM	rraca	. 0110
pre-rea:	sibility study in Tu	irkey.					
				ane	Initiative funding (Dep	artme	ent of
State).	COR: Felic	ia Ruiz 2	02-343-9129				
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Except as pro	ovided herein, all terms and conditions o	f the document refe	erenced in Item 9A or 10A	A, as h	neretofore changed, remains unchanged and in fu	ıll force ar	nd effect.
15A. NAME A	ND TITLE OF SIGNER (Type or print)			16/	A. NAME AND TITLE OF CONTRACTING OFFI	CER (Typ	e or print)
				Ma	argaret Kline		
15B CONTR	ACTOR/OFFEROR	, , , , , , , , , , , , , , , , , , ,	15C. DATE SIGNED		B. UNITED STATES OF AMERICA		16C. DATE SIGNED
ISB, CONTRO	-OTORIOTEROR		DOLDATE GIGINED	100	S. SINIES STATES OF AMERICA		
	(Signature of person authorized to sign)	<del></del>		-	(Signature of Contracting Officer)		01/07/2014

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M NO.	SUPPLIES/SERVICES	QUANTITY (C)	(D)	UNIT PRICE (E)	AMOUNT (F)
A)	(B)	(0)	(D)	(E)	(E)
	Alt COR: Jayne Somers 202-343-9896 CO&Admin CO: Margaret Kline				
	COMMUNITY CO: Margaret Kirne				
	STATEMENT OF WORK:				
	Pre-Feasibility Studies for Coal Mine Methane				
	Recovery and Utilization Projects, in support of				
	the Global Methane Initiative (GMI) - TURKEY				
	I. BACKGROUND				
	The U.S. EPA Coalbed Methane Outreach Program				
	(CMOP) works with coal mines in the U.S. and				
	internationally to encourage the economic use of				
	coal mine methane (CMM) gas that is otherwise vented to the atmosphere. Through this task				
	order, EPA is requesting technical and analytic				
	services to develop pre-feasibility studies for				
	the recovery and utilization of CMM globally.				
	Methane is both the primary constituent of				
	natural gas and a potent greenhouse gas when				
	released to the atmosphere. Reducing emissions				
	can yield substantial economic and environmental				
	benefits. The implementation of available,				
	cost-effective methane emission reduction				
	opportunities in the coal industry can lead to improved mine safety, greater mine productivity,				
	and increased revenues.				
	Methane is produced from mining activities in				
	underground coal mines, at surface coal mines,				
	and as a result of post-mining activities including coal processing, storage and				
	transportation. Underground mines are the single				
	largest source of CMM emissions in most				
	countries. Globally, CMM accounts for 6% of total				
	methane emissions from human activities.				
	This task order directly supports EPA's efforts				
	under the Global Methane Initiative (formerly				
	Methane to Markets (M2M) Partnership).				
	The Clabel Methans Tritishing (CMT) is an				
	The Global Methane Initiative (GMI) is an international initiative with several key				
	objectives: to reduce global methane emissions to				
	enhance economic growth, to promote energy				
	security, to improve the environment, and to			[	
	reduce greenhouse gas emissions. The initiative				
	focuses on cost-effective, near-term methane				
	recovery and use as a clean energy source. The Continued	1		İ	
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N	GMI is a collaborative effort among 41 partner				
	countries, including developed countries,				
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	economies in transition. Together these				
	countries work with strong participation from the				
	private sector. The GMI targets four major				
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	mitigate fugitive emissions and bring				
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	markets. Through the work of the Coal Subcommittee, the GMI has created and implemented				
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	recovery and utilization projects.				
	Task 2: Development of international CMM				
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	Deliverables and due dates are listed for each				
	task below. For each deliverable under this Task				
	Order, the contractor shall prepare a draft				
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)	(B)	(0)	(D)	(E)	( E )
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	,				
	and/or planned coal production, site and local				
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	The Pre-Feasibility Study shall include the following elements:				
	o Title page, Acknowledgements section, Table of Contents, list of Acronyms/Abbreviations.  o List of all maps, figures, tables, exhibits a appendices in the study.  o An Executive Summary that summarizes the				
	o An Executive Summary that summarizes the findings of the study and recommends next steps, if any (i.e. if the pre-feasibility study findings warrant a full-scale feasibility study). Continued				

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NAME OF OFFEROR OR CONTRACTOR

EASTERN RESEARCH GROUP INC

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	management.				
	o Introduction section that discusses the study				
	_	13			
	objective / purpose and other relevant information.				
	o Summary of mine characteristics (e.g., geolog	<i>'</i>			
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	and projections, coal reserves, coal quality,	1			
	site facilities, etc.)				
	o Assessment of available gas resources (based	pn			
	historical and projected gas emissions from the				
	mine, data on in-situ gas content, drained gas	i	1		
	quantity and quality, degasification system at		1 1		
	the mine, ventilation emissions, plans for future				
	mining activities, etc.).		1 1		
	o Brief / preliminary overview of market			ľ	
	information, which might include factors such as				
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	projected market price of gas, demand for and				
	price of power generation in the area,		1		
	possibility of carbon credits, etc. Level of				
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	feasibility study.				
	o Assessment of technical possibilities to use				
	the gas, including power generation, gas sales to				
	pipeline (with or without upgrade), coal drying,				
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	o Assessment of proposed project costs for				
	project scenarios of interest, including cost				
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	are based on best-available estimates from				
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	o Preliminary cost-benefit analysis (e.g., retu	rn	1 1	i	
	on investment, simple payback, etc.) for each			1	
	technically viable scenario.				
	o Conclusions section. Summary of viable proje	ct			
	scenarios based on technical, market, and cost				
	assessments and economic analyses.		1		
	o Recommendations section that proposes next				
	steps in order to refine analysis and move the		1 1		
	project forward.		1 1		
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	The pre-feasibility study shall be prepared in		1		
	report format and is estimated to be about 20 to				
	25 pages in length (for the purpose of this				
	request for proposals).				
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NAME OF OFFEROR OR CONTRACTOR

EASTERN RESEARCH GROUP INC

EM NO.	SUPPLIES/SERVICES	QUANTITY	1	UNIT PRICE	AMOUNT
(A)	(B)	(C)	(D)	(E)	(F)
	Sub-Task 2 Deliverables				
	2-2 Biweekly conference calls. Due Date: per TD				
	2-1 Trip report. Due Date: Within ten days of trip completion				
	2-3 Draft outline of pre-feasibility study. Due				
	Date: Within one week of TD				
	2-4 Final outline of pre-feasibility study. Due				
	Date: Within one week of written COR comments on		İ		
	draft outline				
	2-5 Draft pre-feasibility study. Due Date:			•	
	Within 4 months receipt of TD				
	Sub-Task 3: Prepare final pre-feasibility study				
	report				
	The contractor shall prepare a final version of				
	the pre-feasibility report that incorporates the				
	COR's comments.				
	Sub-Task 3 Deliverables				
	3-1 Biweekly conference calls. Due Date: per TD,				
	3-2 Final pre-feasibility study report and				
	recommendations. Due Date: Within 3 weeks of receipt of written comments from COR.				
	Sub-Task 4: Translation of final pre-feasibility				
	study into host language	İ			
	The contractor shall translate the final	1			
	pre-feasibility study into the host language,		İ		
	including relevant maps, figures and diagrams.	i			
	The final studies, in both English and the host				
	language, shall be published on the EPA Coalbed	ļ			
	Methane Outreach Program website				
	(http://www.epa.gov/cmop/).				
	Sub-Task 4 Deliverables				
	4-1 Biweekly conference calls-Due Date: As				
	scheduled by COR;				
	4-1 Final translated pre-feasibility study report				
	and recommendations. Due Date: Within 4 week				
	finalization of English report.				
	TOPO: FELICIA RUIZ				
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M NO.	SUPPLIES/SERVICES	QUANTITY		UNIT PRICE	AMOUNT
A)	(B)	(C)	(D)	(E)	(F)
	Payment:				
	RTP Finance Center				
	US Environmental Protection Agency			ľ	
	RTP-Finance Center				
	Mail Drop D143-02				
	109 TW Alexander Drive				
	Durham NC 27711				
	Period of Performance: 01/16/2013 to 03/30/2014	i	1 1		
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AMENDMENT OF SOLICITATION/MODIFIC	ATION OF CONTRACT		1. CONTRACT ID CODE	PAGE	l o
2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. RE	UUSITION/PURCHASE REQ. NO.	5. PROJEC	T NO. (If applicable)
003	03/28/2014				
6. ISSUED BY CODE	HPOD	7. AE	MINISTERED BY (If other than Item 6)	CODE	
HPOD				L	
US Environmental Protection	Agency				
Headquarters Procurement Ope	-				
Ariel Rios Building					
1200 Pennsylvania Avenue, NW	i	}			
Washington DC 20460					
8. NAME AND ADDRESS OF CONTRACTOR (No., stree	t, county, State and ZIP Code)	(x) 9/	A. AMENDMENT OF SOLICITATION NO.		
EASTERN RESEARCH GROUP INC					
Attn: NA		91	B. DATED (SEE ITEM 11)		
110 HARTWELL AVENUE					
Lexington MA 02421		-	A MODIFICATION OF CONTRACT/ORDE	-D.NO	
3		x E	DA. MODIFICATION OF CONTRACT/ORDE P-W-10-019	:R NO.	
		1 0	011		
		10	B. DATED (SEE ITEM 13)		* · · · · · · · · · · · · · · · · · · ·
CODE 112947395	FACILITY CODE		01/16/2013		
	11. THIS ITEM ONLY APPLIE				
The above numbered solicitation is amended as set for				extended, [] is	not extended.
Offers must acknowledge receipt of this amendment				methods: (a) By	completing
			eceipt of this amendment on each copy of th		
separate letter or telegram which includes a reference					
THE PLACE DESIGNATED FOR THE RECEIPT OF					
virtue of this amendment you desire to change an offe			by telegram or letter, provided each telegra	am or letter makes	s reference
to the solicitation and this amendment, and is receive		ite specified.			
12. ACCOUNTING AND APPROPRIATION DATA (If real See Schedule	quired)				
<u> </u>			ACCURATE CONTRACTORDED NO. AS	DESCRIPED IN	ITEM 44
13. THIS HEW ONLY APPLIES TO W	ODIFICATION OF CONTRACTSA	ORDERS. III	MODIFIES THE CONTRACT/ORDER NO. AS	) DESCRIBED IN	11EM 14.
CHECK ONE A THIS CHANGE OPDER IS ISSUED	DUDSHANT TO: (Specify authorit	W THE CHAN	GES SET FORTH IN ITEM 14 ARE MADE	IN THE CONTRA	CT
ORDER NO. IN ITEM 10A.	ONSOANT TO: (Opeany dumon)	y) 11162 O11710	GES SET FORTH IN ITEM 14 ARE MADE		
B. THE ABOVE NUMBERED CONTRA	CT/ORDER IS MODIFIED TO RE	FLECT THE A	DMINISTRATIVE CHANGES (such as chan Y OF FAR 43.103(b).	ges in paying offi	ce,
appropriation date, etc.) SET FORTI	IN ITEM 14, PURSUANT TO TH	HE AUTHORIT	Y OF FAR 43.103(b).		
C. THIS SUPPLEMENTAL AGREEMEN	IT IS ENTERED INTO PURSUAN	IT TO AUTHO	RITY OF:		
D. OTHER (Specify type of modification	and authority)				
X mutual agreement					
E. IMPORTANT: Contractor 🗵 is not,	is required to sign this docum	nent and retur	O copies to the is:	suing office.	
14. DESCRIPTION OF AMENDMENT/MODIFICATION	(Organized by UCF section headi	ings, including	solicitation/contract subject matter where fe	easible.)	
DUNS Number: 112947395					
The purpose of this modifica	tion is to extend	d the pe	eriod of performance t	hrough 25	June
2014. This is the final ext	ension and there	is no	increase to the task o	rder ceil	ling.
					_
The total estimated cost for	task order 11 "I	Pro-Fos	sibility Studies for C	oal Mine	Methane
Recovery and Utilization Pro					
Turkey" is \$75,235 for a lev	el of effort of 4	4/3 labo	or hours. ERG shall c	omplete o	one
pre-feasibility study in Tur	key.				
This task order is fully fun	ded with Global N	Methane	Initiative funding (D	epartment	c of
_	a Ruiz 202-343-91		-		
Continued					
Except as provided herein, all terms and conditions of the	ne document referenced in Item O.	Anr 10A ach	eretofore changed remains unchanged and	in full force and 4	effect.
15A. NAME AND TITLE OF SIGNER (Type or print)	te abcument referenced in item 9/		. NAME AND TITLE OF CONTRACTING C		
TO A THIRD THEE OF GIGHEIS (Type of print)		13/			Position.
		Ма	rgaret Kline		
15B. CONTRACTOR/OFFEROR	15C. DATE SIG	NED 1			16C. DATE SIGNED
			Magnet S. Newic	ELECTRONIC	
(Signature of person authorized to sign)			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	SIGNATURE	03/28/2014
(Signature of person authorized to sign)	1	1	그는 그 (漢) 그는 그는 그를 가는 그 모든 글은 글은 그		1

NSN 7540-01-152-8070 Previous edition unusable STANDARD FORM 30 (REV. 10-83) Prescribed by GSA FAR (48 CFR) 53.243 
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EM NO.	SUPPLIES/SERVICES	QUANTITY		UNIT PRICE	AMOUNT
A)	(B)	(C)	(D)	(E)	(F)
	Alt COR: Jayne Somers 202-343-9896				
	CO&Admin CO: Margaret Kline				
			1 1		
	STATEMENT OF WORK:				
	Pre-Feasibility Studies for Coal Mine Methane		1		•
	Recovery and Utilization Projects, in support of				
	the Global Methane Initiative (GMI) - TURKEY				
	T DACKCDOUND		ŀÌ		
	I. BACKGROUND		li		
	The U.S. EPA Coalbed Methane Outreach Program				
	(CMOP) works with coal mines in the U.S. and				
	internationally to encourage the economic use of				
	coal mine methane (CMM) gas that is otherwise		[ ]		
	vented to the atmosphere. Through this task				
	order, EPA is requesting technical and analytic	1			
	services to develop pre-feasibility studies for				
	the recovery and utilization of CMM globally.				
	Methane is both the primary constituent of				
	natural gas and a potent greenhouse gas when				
	released to the atmosphere. Reducing emissions				
	can yield substantial economic and environmental	Î			
	benefits. The implementation of available,				
	cost-effective methane emission reduction				
	opportunities in the coal industry can lead to		H		
	improved mine safety, greater mine productivity,				
	and increased revenues.				
	Mathematical Communication and the transfer				
	Methane is produced from mining activities in				
	underground coal mines, at surface coal mines,				
	and as a result of post-mining activities including coal processing, storage and				
	transportation. Underground mines are the single	1			
	largest source of CMM emissions in most				
	countries. Globally, CMM accounts for 6% of total	1			
	methane emissions from human activities.				
	This task order directly supports EPA's efforts		1		
	under the Global Methane Initiative (formerly				
	Methane to Markets (M2M) Partnership).	1		]	
		1			
	The Global Methane Initiative (GMI) is an	1			
	international initiative with several key	1	i i	}	
	objectives: to reduce global methane emissions to	]			
	enhance economic growth, to promote energy	1			
	security, to improve the environment, and to	1		j	
	reduce greenhouse gas emissions. The initiative				
	focuses on cost-effective, near-term methane	1		1	
	recovery and use as a clean energy source. The Continued	1			
	Concinued	1			
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NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
A)	(B)	(C)	(D)	(E)	(F)
	GMI is a collaborative effort among 41 partner				
	countries, including developed countries,		ļ		
	developing countries, and countries with				
	economies in transition. Together these		1 1		
	countries work with strong participation from the		1 1		
	private sector. The GMI targets four major				
	methane sources: landfills, coal mines, natural	l	1 1		
	gas and oil systems, and agriculture/manure		1 1		
	management systems. By building international				
	relationships, the GMI promotes opportunities to	İ	}		
	mitigate fugitive emissions and bring		1 1		
	otherwise-wasted methane gas to commercial		1		
	markets. Through the work of the Coal		} i		
	Subcommittee, the GMI has created and implemented		{		
	an action plan to identify and promote coal mine				
	methane project opportunities in partner		1 1		
	countries, particularly in developing countries				
	or countries with economies in transition.				
	II. OBJECTIVE				
	The objective of this task order is to provide				*
	technical and analytical services to advance the				
	goals of the Global Methane Initiative by				
	supporting the development of international CMM				
	recovery and utilization projects.	1	1 1		
	lecovery and actifization projects.				
	Task 2: Development of international CMM				
	pre-feasibility studies - TURKEY (excluding China)	ļ		Ī	
	Deliverables and due dates are listed for each				
	task below. For each deliverable under this Task		1 1		
		Ì			
	Order, the contractor shall prepare a draft deliverable following receipt of a Technical	į			
		ļ	1 1		
	Direction (TD) from the COR or Alternate COR				
	(hereafter collectively referred to as COR) for	l			
	COR review and comment. The contractor shall incorporate COR comments into the deliverables,				
	perform additional information gathering as				
	required, and submit a final deliverable to the				
	COR. All deliverables shall be submitted		1 1		
	electronically to the COR. The final report				
	should also be delivered in hard copy, bound				
	format in triplicate.				
	This task order shall include one (1)				
	international, one-person trips up to one per				
	pre-feasibility study - based on written COR			1	
	direction. These trips should be arranged based				
	on overall efficiency and expediency. An overall			]	
	Continued				
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м <b>n</b> o. А)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
•	trip plan for the task order must be developed and approved by the COR. For purposes of this proposal, the contractor shall assume that each trip would be approximately seven (7) to twelve days in duration for purposes of doing any necessary field visits or preparatory work to prepare the pre-feasibility study. For each trip, the contractor shall prepare a detailed trip report.  It is anticipated that Sub-Task 1 for Task 2 will be initiated and completed before any of the other tasks are begun, as the results of Sub-Task 1 will directly impact which alternatives and				
	scenarios are considered for the subsequent Sub-Tasks.  In addition, biweekly conference calls are specified as a deliverable under each Task described below. These conference calls are intended to provide an opportunity for regular communication between the COR and the contractor to report on progress. It is expected that for all ongoing tasks at any one time, these biweekly calls will be combined into a single conference call.				
	Task 2: Development of international CMM pre-feasibility studies - TURKEY (excluding China)  Sub-Task 1: Identification of a project host mire	e			
	The contractor shall identify several potential host mine sites for the pre-feasibility study and shall obtain an expression of interest from at least one of the potential mine host sites at the appropriate management level. The bases for selecting the potential host sites include gas emissions (measured or estimated), historical and/or planned coal production, site and local infrastructure and/or availability of resources to develop appropriate infrastructure (e.g., degasification system, proximity or connection to end users), and the interest and engagement of the mine management. The contractor shall consult with the COR in selecting the final candidate for the pre-feasibility study.				
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EM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	If the contractor has a short list of potential mines for consideration as the project host sites, this information may be included in the proposal.				
	Note: It is anticipated that there will be a maximum of one (1), one-person international trip, per pre-feasibility study, to the potential host mine site(s) in conjunction with Task 2.				
	Sub-Task 1 Deliverables 1-1 Kickoff meeting (via teleconference as appropriate) Within one week of receipt of COR TI 1-2 Trip report(s) Within ten days completion of trip 1-3 Bi-weekly conference calls. Due Date - per TD	:			
	1-3 Bi-weekly conference calls. Due Date - per 15 1-4 Selection of mine site. Due Date: within 12 weeks of TD				
	Sub-Task 2: Preparation of pre-feasibility study				
	The contractor shall prepare a pre-feasibility study for a large-scale coal mine methane recovery and utilization project at the chosen mine site. The contractor shall maintain biweekly contact with the COR to identify the work progress and any impediments that will affect the time schedule for completion of the study.				
	The contractor shall prepare a draft outline of the final report and shall prepare a final outline based on COR comments. The contractor shall prepare a draft of the final report that provides a detailed account and description of all activities carried out under this pre-feasibility study.				
	The Pre-Feasibility Study shall include the following elements:				
	o Title page, Acknowledgements section, Table of Contents, list of Acronyms/Abbreviations.  o List of all maps, figures, tables, exhibits a appendices in the study.  o An Executive Summary that summarizes the				
	findings of the study and recommends next steps, if any (i.e. if the pre-feasibility study findings warrant a full-scale feasibility study). Continued				

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NO.	SUPPLIES/SERVICES	QUANTITY		UNIT PRICE	AMOUNT
)	(B)	(C)	(D)	(E)	(F)
	o Background section that includes information	on			
	the selection process and the host mine /mining				
	company, including the level of interest of mine	ł			
	management.			İ	
	o Introduction section that discusses the study	s			
	objective / purpose and other relevant				
	information.	],			
	o Summary of mine characteristics (e.g., geological geography, topography, coal production history	ť			
	and projections, coal reserves, coal quality,	ŀ			
	site facilities, etc.)				
	O Assessment of available gas resources (based	on			
	historical and projected gas emissions from the				
	mine, data on in-situ gas content, drained gas				
	quantity and quality, degasification system at				
	the mine, ventilation emissions, plans for future				
	mining activities, etc.).				
	o Brief / preliminary overview of market				
	information, which might include factors such as				
	the distance to nearby pipelines, current and				
	projected market price of gas, demand for and				
	price of power generation in the area,				
	possibility of carbon credits, etc. Level of detail should not be that of a full-scale			ľ	
	feasibility study.				
	O Assessment of technical possibilities to use				
	the gas, including power generation, gas sales to				
	pipeline (with or without upgrade), coal drying,	l			
	mine heating, etc.				
	o Assessment of proposed project costs for				
	project scenarios of interest, including cost		1		
	estimates for capital and operating costs. These		1		
	are based on best-available estimates from	1			
	technology vendors and technical experts.				
	o Preliminary cost-benefit analysis (e.g., retu	rn			
	on investment, simple payback, etc.) for each technically viable scenario.		1		
	o Conclusions section. Summary of viable proje	L+	1		
	scenarios based on technical, market, and cost				
	assessments and economic analyses.				
	o Recommendations section that proposes next	i			
	steps in order to refine analysis and move the	ļ			
	project forward.	İ			
	The pre-feasibility study shall be prepared in				
	report format and is estimated to be about 20 to				
	25 pages in length (for the purpose of this				
	request for proposals).				
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ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
(A)	(B)	(C)	(D)	(E)	(F)
	Sub-Task 2 Deliverables	1	┤		
	2-2 Biweekly conference calls. Due Date: per TD		1 1	İ	
	2-1 Trip report. Due Date: Within ten days of				
	trip completion				
	2-3 Draft outline of pre-feasibility study. Due			İ	
	Date: Within one week of TD				
	2-4 Final outline of pre-feasibility study. Due	Í			
	Date: Within one week of written COR comments on draft outline	1			
	2-5 Draft pre-feasibility study. Due Date:				
	Within 4 months receipt of TD				
	Sub-Task 3: Prepare final pre-feasibility study				
	report		li		
	mba santuachan shall manana a final manaian af				
	The contractor shall prepare a final version of the pre-feasibility report that incorporates the				
	COR's comments.				
	Sub-Task 3 Deliverables				
	3-1 Biweekly conference calls. Due Date: per TD, 3-2 Final pre-feasibility study report and				
	recommendations. Due Date: Within 3 weeks of				
	receipt of written comments from COR.				
	The state of the s				
	Sub-Task 4: Translation of final pre-feasibility				
	study into host language				
	The contractor shall translate the final	[			
	pre-feasibility study into the host language,		1 1		
	including relevant maps, figures and diagrams.				
	The final studies, in both English and the host		]		
	language, shall be published on the EPA Coalbed				
	Methane Outreach Program website		1		
	(http://www.epa.gov/cmop/).				
	Sub-Task 4 Deliverables				
	4-1 Biweekly conference calls-Due Date: As				
	scheduled by COR;				
	4-1 Final translated pre-feasibility study report				
	and recommendations. Due Date: Within 4 week	ds of			
	finalization of English report.				
	TOPO: FELICIA RUIZ				
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NO. 1)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
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	US Environmental Protection Agency			ļ	
	RTP-Finance Center				
	Mail Drop D143-02				
	109 TW Alexander Drive			j	
	Durham NC 27711			į	
	Period of Performance: 01/16/2013 to 06/25/2014				
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	AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE OF PAGES		
	T/MODIFICATION NO.	3. EFFECTIVE D		REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)		
	TAMOBILIOATION NO.				je i i i i i i i i i i i i i i i i i i i		
0 0 4 6. ISSUED BY		06/25/201 CODE HPOD		ADMINISTERED BY (If other than Item 6)	CODE		
UDOD.		TIFOD					
Headquar Ariel Ri L200 Pen	conmental Protect ters Procurement os Building ansylvania Avenue	Operations					
	on DC 20460						
3. NAME AND A	ADDRESS OF CONTRACTOR (A	io., street, county, State and Zi	IP Code) (X)	9A. AMENDMENT OF SOLICITATION NO.			
ttn: NA 10 HARTV	RESEARCH GROUP IN WELL AVENUE n MA 02421	1C		9B. DATED (SEE ITEM 11)  10A. MODIFICATION OF CONTRACT/ORDER I	NO.		
			X	EP-W-10-019 0011			
CODE		LEACH ITY CODE		10B. DATED (SEE ITEM 13)			
CODE 112	2947395	FACILITY CODE		01/16/2013			
		11. THIS ITEM	ONLY APPLIES TO AME	NDMENTS OF SOLICITATIONS			
	A. THIS CHANGE ORDER IS IS ORDER NO. IN ITEM 10A.	SSUED PURSUANT TO: (S	Specify authority) THE CH	IT MODIFIES THE CONTRACT/ORDER NO. AS DI  IANGES SET FORTH IN ITEM 14 ARE MADE IN  E ADMINISTRATIVE CHANGES (such as changes RITY OF FAR 43.103(b).	THE CONTRACT		
	C. THIS SUPPLEMENTAL AGR						
· I	D. OTHER (Specify type of mod	lification and authority)					
		mcauon anu aumomy)					
	mutual agreement						
Х	mutual agreement		sign this document and ret	turn 0 copies to the issuir	ng office.		
X E. IMPORTANT 14. DESCRIPT	CONTRACTOR IN INC.	s not, ☐is required to	sign this document and ret F section headings, includi	turnO copies to the issuir			
X E. IMPORTANT 14. DESCRIPT DUNS Num	Contractor (X): FION OF AMENDMENT/MODIFICATION: 112947395	s not, is required to	F section headings, include		ible.)		
X E.IMPORTANT 14.DESCRIPT DUNS Num The purp	F: Contractor XIII FION OF AMENDMENT/MODIFIC Cloer: 112947395 Fose of this modi	s not, is required to CATION (Organized by UC)	F section headings, including of extend the	ling solicitation/contract subject matter where feas	otember 2014.		
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E.IMPORTANT 14.DESCRIPT DUNS Num The purp This tas State).  COR: Alt COR: CO&Admin STATEMEN Continue	Contractor Electron Contractor Electron OF AMENDMENT/MODIFIC aber: 112947395 also of this modification of the contract of the	s not,is required to CATION (Organized by UC) fication is t funded with  z 202-343-912 s 202-343-989 ine	F section headings, including one extend the section of the sectio	ing solicitation/contract subject matter where feast completion date to 30 Segments.	otember 2014.		
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NSN 7540-01-152-8070 Previous edition unusable STANDARD FORM 30 (REV. 10-83) Prescribed by GSA FAR (48 CFR) 53.243 
 CONTINUATION SHEET
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EM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Pre-Feasibility Studies for Coal Mine Methane Recovery and Utilization Projects, in support of the Global Methane Initiative (GMI) - TURKEY				
	I. BACKGROUND				
	The U.S. EPA Coalbed Methane Outreach Program (CMOP) works with coal mines in the U.S. and internationally to encourage the economic use of coal mine methane (CMM) gas that is otherwise vented to the atmosphere. Through this task order, EPA is requesting technical and analytic services to develop pre-feasibility studies for the recovery and utilization of CMM globally.				
	Methane is both the primary constituent of natural gas and a potent greenhouse gas when released to the atmosphere. Reducing emissions can yield substantial economic and environmental benefits. The implementation of available, cost-effective methane emission reduction opportunities in the coal industry can lead to improved mine safety, greater mine productivity, and increased revenues.				
	Methane is produced from mining activities in underground coal mines, at surface coal mines, and as a result of post-mining activities including coal processing, storage and transportation. Underground mines are the single largest source of CMM emissions in most countries. Globally, CMM accounts for 6% of total methane emissions from human activities.				
	This task order directly supports EPA's efforts under the Global Methane Initiative (formerly Methane to Markets (M2M) Partnership).	5			
	The Global Methane Initiative (GMI) is an international initiative with several key objectives: to reduce global methane emissions to enhance economic growth, to promote energy security, to improve the environment, and to reduce greenhouse gas emissions. The initiative focuses on cost-effective, near-term methane recovery and use as a clean energy source. The GMI is a collaborative effort among 41 partner countries, including developed countries, developing countries, and countries with economies in transition. Together these Continued				

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M NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
A)	(B)	(C)	(D)	(E)	(F)
	countries work with strong participation from the private sector. The GMI targets four major methane sources: landfills, coal mines, natural gas and oil systems, and agriculture/manure management systems. By building international relationships, the GMI promotes opportunities to mitigate fugitive emissions and bring otherwise-wasted methane gas to commercial markets. Through the work of the Coal Subcommittee, the GMI has created and implemented an action plan to identify and promote coal mine methane project opportunities in partner countries, particularly in developing countries or countries with economies in transition.  II. OBJECTIVE  The objective of this task order is to provide technical and analytical services to advance the goals of the Global Methane Initiative by supporting the development of international CMM recovery and utilization projects.  Task 2: Development of international CMM pre-feasibility studies - TURKEY (excluding China)  Deliverables and due dates are listed for each task below. For each deliverable under this Task Order, the contractor shall prepare a draft deliverable following receipt of a Technical Direction (TD) from the COR or Alternate COR (hereafter collectively referred to as COR) for	(C)			
	COR review and comment. The contractor shall incorporate COR comments into the deliverables, perform additional information gathering as required, and submit a final deliverable to the COR. All deliverables shall be submitted electronically to the COR. The final report should also be delivered in hard copy, bound format in triplicate.  This task order shall include one (1) international, one-person trips up to one per pre-feasibility study - based on written COR				
	direction. These trips should be arranged based on overall efficiency and expediency. An overall trip plan for the task order must be developed and approved by the COR. For purposes of this proposal, the contractor shall assume that each trip would be approximately seven (7) to twelve Continued				

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EM NO.	SUPPLIES/SERVICES	QUANTITY		UNIT PRICE	AMOUNT
A)	(B)	(C)	(D)	(E)	(F)
	days in duration for purposes of doing any				
	necessary field visits or preparatory work to				
	prepare the pre-feasibility study. For each		li		
	trip, the contractor shall prepare a detailed trip report.				
	trip report.				
	It is anticipated that Sub-Task 1 for Task 2 will				
	be initiated and completed before any of the		1 1		
	other tasks are begun, as the results of Sub-Task				
	1 will directly impact which alternatives and				
	scenarios are considered for the subsequent				
	Sub-Tasks.				
	In addition, biweekly conference calls are			j	
	specified as a deliverable under each Task				
	described below. These conference calls are		1		
	intended to provide an opportunity for regular				
	communication between the COR and the contractor				
	to report on progress. It is expected that for				
	all ongoing tasks at any one time, these biweekly				
	calls will be combined into a single conference				
	call.				
	Task 2: Development of international CMM				
	pre-feasibility studies - TURKEY (excluding				
	China)				
	Sub-Task 1: Identification of a project host min	1e			
	site in consultation with the COR		1	İ	
	The contractor shall identify several potential				
	host mine sites for the pre-feasibility study and				
	shall obtain an expression of interest from at				
	least one of the potential mine host sites at the				
	appropriate management level. The bases for			*	
	selecting the potential host sites include gas		ł		
	emissions (measured or estimated), historical				
	and/or planned coal production, site and local				
	infrastructure and/or availability of resources				
	to develop appropriate infrastructure (e.g.,				
	degasification system, proximity or connection to				
	end users), and the interest and engagement of				
	the mine management. The contractor shall consult with the COR in selecting the final candidate for				
	the pre-feasibility study.				
	and pic icabibility scaay.				
	If the contractor has a short list of potential				
	mines for consideration as the project host				
	sites, this information may be included in the				
	proposal.	1			
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TEM NO.	SUPPLIES/SERVICES	QUANTITY		UNIT PRICE	AMOUNT
A)	(B)	(C)	(D)	(E)	(F)
	Note: It is anticipated that there will be a				
	maximum of one (1), one-person international				
	trip, per pre-feasibility study, to the potential				
	host mine site(s) in conjunction with Task 2.				
	Sub-Task 1 Deliverables 1-1 Kickoff meeting (via teleconference as				
	appropriate) Within one week of receipt of COR TI	l .	1 1		
	1-2 Trip report(s) Within ten days completion of	1			
	trip				
	1-3 Bi-weekly conference calls. Due Date - per TD				
	1-4 Selection of mine site. Due Date: within 12				
	weeks of TD				
	Sub-Task 2: Preparation of pre-feasibility study				
	The contractor shall prepare a pre-feasibility				
	study for a large-scale coal mine methane				
	recovery and utilization project at the chosen	İ			
	mine site. The contractor shall maintain				
	biweekly contact with the COR to identify the				
	work progress and any impediments that will affect the time schedule for completion of the				
	study.				
	Journal of the state of the sta				
	The contractor shall prepare a draft outline of		1		
	the final report and shall prepare a final				
	outline based on COR comments. The contractor		-		
	shall prepare a draft of the final report that provides a detailed account and description of				
	all activities carried out under this				
	pre-feasibility study.				
	The Pre-Feasibility Study shall include the				
	following elements:			ľ	
	o Title page, Acknowledgements section, Table o	F			
	Contents, list of Acronyms/Abbreviations.	hd			
	o List of all maps, figures, tables, exhibits a appendices in the study.	ľ			
	o An Executive Summary that summarizes the				
	findings of the study and recommends next steps,				
	if any (i.e. if the pre-feasibility study				
	findings warrant a full-scale feasibility study).				
	o Background section that includes information	þn			
	the selection process and the host mine /mining				
	company, including the level of interest of mine				
	management. Continued		<u> </u>		
A0-01-15	1	<u> </u>		<u> </u>	

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M NO.	SUPPLIES/SERVICES	QUANTITY (C)	UNIT (D)	UNIT PRICE	AMOUNT (F)
<i>Y</i> )	(B)	<u> </u>	(D)	(E)	( E )
	o Introduction section that discusses the study	s			
	objective / purpose and other relevant				
	information.				
	o Summary of mine characteristics (e.g., geolog	7,			
	geography, topography, coal production history				
	and projections, coal reserves, coal quality,				
!	site facilities, etc.)				
	o Assessment of available gas resources (based	on		-	
	historical and projected gas emissions from the				
	mine, data on in-situ gas content, drained gas				
	quantity and quality, degasification system at				
	the mine, ventilation emissions, plans for future				
	mining activities, etc.).				
	o Brief / preliminary overview of market		1		
	information, which might include factors such as				
	the distance to nearby pipelines, current and		}		
	projected market price of gas, demand for and			j	
	price of power generation in the area,				
	possibility of carbon credits, etc. Level of detail should not be that of a full-scale				
		}			
	feasibility study.  O Assessment of technical possibilities to use		1		
	the gas, including power generation, gas sales to		1		
	pipeline (with or without upgrade), coal drying,				
	mine heating, etc.				
	o Assessment of proposed project costs for				
	project scenarios of interest, including cost				
	estimates for capital and operating costs. These				
	are based on best-available estimates from				
	technology vendors and technical experts.				
	o Preliminary cost-benefit analysis (e.g., retu	rn			
	on investment, simple payback, etc.) for each				
	technically viable scenario.				
	o Conclusions section. Summary of viable proje	ct			
	scenarios based on technical, market, and cost				
	assessments and economic analyses.				
	o Recommendations section that proposes next				
	steps in order to refine analysis and move the				
	project forward.			1	
	The pre-feasibility study shall be prepared in		1 1		
	report format and is estimated to be about 20 to			]	
	25 pages in length (for the purpose of this		1 1		
	request for proposals).				
				ļ	
	Sub-Task 2 Deliverables				
	2-2 Biweekly conference calls. Due Date: per TD				
	2-1 Trip report. Due Date: Within ten days of				
	trip completion	1			
	Continued	Į			
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CONTINUATION SHEET	EP-W-10-019/0011/004	7	8

NO. L)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE	AMOUNT (F)
	2-3 Draft outline of pre-feasibility study. Due Date: Within one week of TD 2-4 Final outline of pre-feasibility study. Due Date: Within one week of written COR comments on draft outline				
	2-5 Draft pre-feasibility study. Due Date: Within 4 months receipt of TD				
	Sub-Task 3: Prepare final pre-feasibility study report				
	The contractor shall prepare a final version of the pre-feasibility report that incorporates the COR's comments.				
	Sub-Task 3 Deliverables 3-1 Biweekly conference calls. Due Date: per TD, 3-2 Final pre-feasibility study report and recommendations. Due Date: Within 3 weeks of receipt of written comments from COR.				
	Sub-Task 4: Translation of final pre-feasibility study into host language				
	The contractor shall translate the final pre-feasibility study into the host language, including relevant maps, figures and diagrams. The final studies, in both English and the host language, shall be published on the EPA Coalbed Methane Outreach Program website (http://www.epa.gov/cmop/).				
	Sub-Task 4 Deliverables 4-1 Biweekly conference calls-Due Date: As scheduled by COR; 4-1 Final translated pre-feasibility study report and recommendations. Due Date: Within 4 week finalization of English report.				,
	TOPO: FELICIA RUIZ Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711				
	Period of Performance: 01/16/2013 to 09/30/2014				

AMENDMENT	OF SOLICITATION/MODIFICA	ATION OF CONTRACT		1. CONTRACT ID CODE	PAGE	OF PAGES
2. AMENDMENT/N	MODIFICATION NO.	3. EFFECTIVE DATE	4. REC	UISITION/PURCHASE REQ. NO.	5. PROJECT	NO. (If applicable)
005		See Block 16C				
6. ISSUED BY	CODE	HPOD	7. ADI	MINISTERED BY (If other than Item 6)	CODE	
Headquarte Ariel Rio 1200 Penn	nmental Protection ers Procurement Ope s Building sylvania Avenue, NW n DC 20460	rations				
	DRESS OF CONTRACTOR (No., street	county State and 7IP Code)		AMENDMENT OF SOLICITATION NO.		
EASTERN RE Attn: Dick	SEARCH GROUP, INC. ran Babigian LL AVE STE 1	county, State and ZIP Code)	98 x 100	A. MODIFICATION OF CONTRACT/ORDS  -W-10-019  0.11  B. DATED (SEE ITEM 13)	ER NO.	
CODE 1129	47395	FACILITY CODE	o	1/16/2013		
		11. THIS ITEM ONLY APPL			·	
Items 8 and 15, separate letter of THE PLACE DE virtue of this am reference to the	and returning coper telegram which includes a reference SIGNATED FOR THE RECEIPT OF (endment you desire to change an offer solicitation and this amendment, and	oles of the amendment; (b) By a to the solicitation and amendme DFFERS PRIOR TO THE HOUR r already submitted , such chang is received prior to the opening i	icknowledging red ent numbers. FA R AND DATE SPE ge may be made	on or as amended , by one of the followin beipt of this amendment on each copy of t NLURE OF YOUR ACKNOWLEDGEMEN ECIFIED MAY RESULT IN REJECTION OI by telegram or letter, provided each telegi ecified.	the offer submitted; IT TO BE RECEIVE F YOUR OFFER If	or (c) By D AT
	AND APPROPRIATION DATA (If requ	uired)	Net Dec	rease:	-\$252.78	
See Sched		ODIFICATION OF CONTRACTO	VODDEDO ITA	ODIFIES THE CONTRACT/ORDER NO. A	e Described IN I	EM 44
В.		CT/ORDER IS MODIFIED TO RE I IN ITEM 14, PURSUANT TO T	EFLECT THE AD THE AUTHORITY	SES SET FORTH IN ITEM 14 ARE MADE MINISTRATIVE CHANGES (such as char OF FAR 43.103(b). TY OF:		
D.	OTHER (Specify type of modification	and authority)				
<b>I</b>	. , ,	**	greement	of the Parties (Defin	nitized)	
E. IMPORTANT:	Contractor is not.	is required to sign this docu				
DUNS Numbe	er: 112947395			olicitation/contract subject matter where to ine Methane Recovery		zation
	in support of the	-				
	se of this bilatera					_
\$252.78 us	sing DCN no. FC3535	;	the Base	Period of this order	in the am	ount of
	dify the total obli		2			
-	just the ceiling pr					
(4) To obt Continued		's release in or	der to p	roceed with closing o	out this e	xpıred
		e document referenced in Item		retofore changed, remains unchanged an		
15A. NAME AND	TITLE OF SIGNER (Type or print)			NAME AND TITLE OF CONTRACTING ( In a Brown	OFFICER (Type or p	rint)
450 00177167	ODIOTECDOD	IARO DATE OU				160 DATE SIGNED
15B. CONTRACT	UNUFFEKUK	15C. DATE SIG		UNITED STATES OF AMERICA	ELECTRONIC SIGNATURE	16C. DATE SIGNED 05/27/2016
(Sig	nature of person authorized to sign)			(Signature of Contracting Officer)		

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NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP, INC

M NO.	SUPPLIES/SERVICES	QUANTITY		UNIT PRICE	AMOUNT
A)	(B)	(C)	(D)	(E)	(F)
	order.				
	This task order is fully funded with Global	ļ			
	Methane Initiative funding (Department of State).	1			
	Mechane initiative funding (Department of State).	}			
	The final ceiling price for this			}	
	time-and-materials (T&M) task order is hereby				
	established at \$74,982.22 based on invoicing to			j	
	date with no forthcoming trailing costs to be				
	invoiced. The Contractor is not authorized to				
	exceed the ceiling price and exceeds at their own				
	risk.				
	Contracting Officer's Representative (COR):				
	Felicia Ruiz (202)343-9129				
				}	
	Alternate COR:				
	Jayne Somers (202)343-9896				
	Control Delegation Obstantia			1	
	Contractor's Release Statement:			[	
	Pursuant to the contract and the sum specified				
	hereon in the amount of \$74,982.22, which this			ĺ	
	sum has been paid to the Contractor (or to the			1	
	Contractor's assignees, if any), the Contractor,				
	upon payment of the said sum by the UNITED STATES			1	
	OF AMERICA, herein-after called the Government,				
	does remise, release, and discharge the			Î	
	Government, its officers, agents, and employees, of and from all liabilities, obligations,				
	claims, and demands whatsoever under or arising	ļ			
	from the said contract with no exceptions. By				
	signing this modification, the Contractor				
	certifies and agrees to this "Contractor's			į	
	Release Statement".			ļ	
	All other terms and conditions remains unchanged				
	and in full force and effect.				
	TOCOR: FELICIA RUIZ				
	LIST OF CHANGES:				
	Reason for Modification: Supplemental Agreement				
	for work within scope				
	Total Amount for this Modification: -\$252.78			[	
	New Total Amount for this Version: \$74,982.22			İ	
	New Total Amount for this Award: \$74,982.22				
	Obligated Amount for this Modification: -\$252.78				
	New Total Obligated Amount for this Award:				
	\$74,982.22				
	Incremental Funded Amount changed: from				
	Continued	]			
	1	1			

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED EP-W-10-019/0011/005

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OF

NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP, INC.

EM NO.	SUPPLIES/SERVICES	QUANTITY		UNIT PRICE	AMOUNT
(A)	(B) \$0.00 to \$74,982.22	(C)	(D)	(E)	(F)
	40.00 LO 4/4, 902.22			1	
	•				
	CHANGES FOR LINE ITEM NUMBER: 1				
	Total Amount changed				
	from \$75,235.00 to \$74,982.22				
	Obligated Amount for this modification: -\$252.78				
	Incremental Funded Amount changed from \$0.00 to				
	\$74,982.22				
	CHANGES FOR ACCOUNTING CODE:				
	12-13-BR-58F0X13-101A46-2505-1358FC3535-001				
	Amount changed from \$75,235.00 to \$74,982.22				
	Percent changed from 100 to 0			İ	
	Requisition No. PR-OAR-16-00853				
	Payment:				
	RTP Finance Center				
	US Environmental Protection Agency				
	RTP-Finance Center (D143-02)	1			
	109 TW Alexander Drive				
	Durham NC 27711				
	FOB: Destination				
	Period of Performance: 01/16/2013 to 09/30/2014				
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		O.	DER FOR S	UPPLIES OR SE	RVIC	ES					PAGE (	PAGES	
IMPORTANT.	Mark all	packages and papers with			.,			<del></del>			1	5	
1. DATE OF OR		2. CONTRACT NO. (If any)							6. SHIP TO:				
01/18/20		EP-W-10-019				a. NAME C	F CO	NSIGNEE			···		<del></del>
3. ORDER NO. 0012			4. REQUISITION	N/REFERENCE NO.		OAR/O	AP/(	CCD					
5. ISSUING OFF HPOD US Envir Headquar	conmen	ess correspondence to) tal Protection Procurement Ope	-			1200 I	viro Peni Code	RESS onmental Prot nsylvania Ave e: 62107J		gency	7		
Ariel Ri 1200 Per Washingt	nsylv	ania Avenue, NW				c. CITY Washi		on		1	. STATE DC	e. ZIP CODE 20460	
7. TO: NA						f. SHIP VIA	4						
a. NAME OF CO EASTERN		RCH GROUP INC						8. TYI	PE OF ORDER				
b. COMPANY N	IAME					a. PUF	RCHAS			X b. D	ELIVERY	,	
c. STREET ADD 110 HART		AVENUE					nish th	e following on the terms		Except for reverse, to instructionly of the subject to	for billing in this delivenctions con his form a to the term	nstructions on ery order is sub tained on this nd is issued as and condition bered contract.	bject side ons
d.CITY Lexingto	n		e. STA	i i		this order a	and or	pecified on both sides of the attached sheet, if any as indicated.	у,	or the au	ove-num	bered contract.	•
		PROPRIATION DATA	I	······		10. REQUI		NING OFFICE	<del></del>	-		<del>,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,</del>	
a, SMALL  f. SERVIC	CLASSIFIC	ELIGIBLE UNDE	C. DISAD	JESS (WOSB)	h. ED	EN-OWNED		e. HUBZone	DOINT	Des	.O.B. POI	ion	
a. INSPECTION Destination  13. PLACE OF  b. ACCEPTANCE Destination  14. GOVERNMENT					B/L NO	ON OR BEFORE (Date)			16.	DISCOU	NT TERMS		
				17. SCHEDULE	See r	reverse for	Rejec	tions)		l			
ITEM NO.	I	SUPPLIES	OR SERVICES (b)	A the second sec		QUANTITY UNIT ORDERED UNIT PRICE (c) (d) (e)			1	AMOUNT (f)		QUAN <sup>-</sup> ACCEP (g)	PTED
	DUNS Number: 112947395 The total estimated cost for task order : "Program Management" is \$24,912 for 155 labor hours. \$1,812.67 in incremental funding is obligated leaving \$23,099.33 needed to fully fund this task order Continued												
	18. SHIP	PING POINT		19. GROSS SHIPPI	ING WE	EIGHT		20. INVOICE NO.				T (C	7(h) OTAL Cont. ages)
	a. NAME RTP Finance Center							t				P	
									\$0.00	)			•
SEE BILLING INSTRUCTIONS ON REVERSE	RUCTIONS b. STREET ADDRESS US Environmental Protec					12)			\$24,9	912.0	0	10	17(i) GRAND TOTAL
	c. CITY	ırham				d. STA NC		e. ZIP CODE 27711	723/3	0	-		4
22. UNITED	STATES O	F			· · · · · · · · ·			23. NAME (Typed)  Margaret K	line			I	
AMERIC	CABY (Sign	nature)					,	TITLE: CONTRACTING		FICER			

**SCHEDULE - CONTINUATION** IMPORTANT: Mark all packages and papers with contract and/or order numbers. DATE OF ORDER CONTRACT NO. ORDER NO. EP-W-10-019 0012 01/18/2013 ITEM NO. QUANTITY UNIT UNIT AMOUNT QUANTITY SUPPLIES/SERVICES ORDERED PRICE ACCEPTED (d) (f) (g) (a) (b) (c) (e) through its completion date of 31 October 2013, contingent upon exercise of the option year. COR: Jayne Somers 202-343-9896 Alt COR: Felicia Ruiz 202-343-9129 co: Margaret Kline STATEMENT OF WORK Program Management for Coalbed Methane Outreach Program I. BACKGROUND The U.S. EPA Coalbed Methane Outreach Program works with coal mines in the U.S. and internationally to encourage the economic use of the coal mine methane (CMM) gas that is otherwise vented to the atmosphere. This contract shall support the Coalbed Methane Outreach Program in its efforts to reduce CMM emissions. The contract includes a provision to award task orders to provide maintenance of monthly progress reports and to support on-call program management and open lines of communication. The period of performance for this task order is from the effective date of the task order through 31 October 2013. Activities listed in this task order are not duplicative with activities under other coal mine methane program task orders. II. OBJECTIVE The objective of this task order is to maintain a monthly progress report and support an on-call Program Manager and open lines of communication. III. SCOPE

The work outlined under this task order is Continued ...

\$0.00

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER CONTRACT NO. 01/18/2013 EP-W-10-019

ORDER NO. 0012

ITEM NO.	SUPPLIES/SERVICES	QUANTITY		UNIT PRICE	AMOUNT	QUANTITY ACCEPTED
(a)	(b)	(c)	(d)	(e)	(f)	(g)
	consistent with contract clauses found on or about B. 4 (Program Management), F. 3 (Monthly Progress Report), and F. 4 (Working Files).					
	IV. TASK DESCRIPTIONS					
	This task order has one (1) task with two (2) subtasks, listed and described below:					
	Task 1: Program Management					
	Subtask 1: Maintenance of Monthly Progress Report and Working Files Instructions for completion of the monthly progress report are referenced in Section F. 3, Monthly Progress Report. Instructions for completion of working files are references in Section F. 4, Working Files.					
	Subtask 2: Maintaining Lines of Communication At the written request of either the EPA COR or the Contractor, meetings shall be held to discuss the overall progress on the contract. These discussions shall normally be conducted via conference call. However, the Government reserves the right to hold some meetings in Washington, D.C.					
	The contractor shall maintain the capability to respond to requests for information from the COR concerning issues of contract management, including overall progress on the contract, trouble shooting, and other contract-level issues. General issues will be discussed during the regularly scheduled conference calls, but under certain circumstances, there may be an urgent need to address specific issues or to provide non-routine type information.					
	V. PLACE OF PERFORMANCE					
	The work performed under this Task Order Continued					

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

 DATE OF ORDER
 CONTRACT NO.
 ORDER NO.

 01/18/2013
 EP-W-10-019
 0012

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT	QUANTITY ACCEPTED
(a)	(b)	(c)	(d)	(e)	(f)	(g)
· · · · · · · · · · · · · · · · · · ·	will involve on-site office work, with the					
	possibility of some local travel.					
	TOPO: JAYNE SOMERS					
	Admin Office:					
	HPOD		l			
	US Environmental Protection Agency			•		,
	Headquarters Procurement Operations					
	Ariel Rios Building		ł			
	1200 Pennsylvania Avenue, NW Washington DC 20460			1		
	Period of Performance: 01/18/2013 to		İ			
	10/31/2013			<u> </u>		
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0001	ERG Task Order "Program Management" for			1		
	CMOP for \$24,912.00					
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	13-14-B-58F4-101A46-2505-1358FC3544-00					
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	(BOC): 2505 DCN - Line ID:	1				
	1358FC3544-001	1				
	Funding Flag: Complete					
	Funded: \$1,812.67 incrementally funded need \$23,099.33 to					
	fully fund.					
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	The obligated amount of award: \$1,812.67.					
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IMPORTANT:	Mark all pack	ages and papers with c	ontract and/or or	der numbers.					1	5			
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ITEM NO.		SUPPLIES O	R SERVICES		QUANTITY		UNIT PRICE	AMO	DUNT	QUANTITY ACCEPTED			
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	18. SHIPPING	POINT		19. GROSS SHIPPING \	WEIGHT		20. INVOICE NO.	}		TOTAL			
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			2	1. MAIL INVOICE TO:									
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								\$24	912.00				
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	Durh	am			NC		27711	<u> </u>					
22. UNITED	STATES OF						23. NAME (Typed)						
AMERIC	CABY (Signatur	e)					Margaret K		ELCER				
							TITLE: CONTRACTING	ORDERING OF	-FICER				

SCHEDULE - CONTINUATION IMPORTANT: Mark all packages and papers with contract and/or order numbers. DATE OF ORDER ORDER NO. CONTRACT NO. 0012 EP-W-10-019 01/18/2013 ITEM NO. QUANTITY UNIT UNIT AMOUNT QUANTITY SUPPLIES/SERVICES PRICE **ACCEPTED** ORDERED (f) (g) (a) (c) (e) through its completion date of 31 October 2013, contingent upon exercise of the option year. COR: Jayne Somers 202-343-9896 Alt COR: Felicia Ruiz 202-343-9129 CO: Margaret Kline STATEMENT OF WORK Program Management for Coalbed Methane Outreach Program I. BACKGROUND The U.S. EPA Coalbed Methane Outreach

The U.S. EPA Coalbed Methane Outreach Program works with coal mines in the U.S. and internationally to encourage the economic use of the coal mine methane (CMM) gas that is otherwise vented to the atmosphere. This contract shall support the Coalbed Methane Outreach Program in its efforts to reduce CMM emissions. The contract includes a provision to award task orders to provide maintenance of monthly progress reports and to support on-call program management and open lines of communication.

The period of performance for this task order is from the effective date of the task order through 31 October 2013.

Activities listed in this task order are not duplicative with activities under other coal mine methane program task orders.

#### II. OBJECTIVE

The objective of this task order is to maintain a monthly progress report and support an on-call Program Manager and open lines of communication.

#### III. SCOPE

The work outlined under this task order is Continued ...

ORDER NO.

0012

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER | CONTRACT NO. | 01/18/2013 | EP-W-10-019

V-10-019

EM NO.	SUPPLIES/SERVICES	QUANTITY		UNIT PRICE	AMOUNT	QUANTITY ACCEPTED
(a)	(b)	(c)	(d)	(e)	<b>(f)</b>	(g)
	consistent with contract clauses found on					
	or about B. 4 (Program Management), F. 3					i
	(Monthly Progress Report), and F. 4					
	(Working Files).					}
	IV. TASK DESCRIPTIONS					
	This task order has one (1) task with two (2) subtasks, listed and described below:					
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	Task 1: Program Management	İ				
	Subtask 1: Maintenance of Monthly Progress					ì
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	files are references in Section F. 4,		l			
	Working Files.					
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	Subtask 2: Maintaining Lines of					
	Communication					
	At the written request of either the EPA					į
	COR or the Contractor, meetings shall be					1
	held to discuss the overall progress on the	}				
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	be conducted via conference call. However,			<u> </u>		
	the Government reserves the right to hold					
	some meetings in Washington, D.C.			<b>[</b>		Ì
	The contractor shall maintain the					
	capability to respond to requests for					
	information from the COR concerning issues					1
	of contract management, including overall	ì				1
	progress on the contract, trouble shooting,	ł				ļ
	and other contract-level issues. General					
	issues will be discussed during the					
	regularly scheduled conference calls, but					
	under certain circumstances, there may be		1		ļ	
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	or to provide non-routine type information.			[		
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	V. PLACE OF PERFORMANCE	1				
	The work performed under this Task Order				1	
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IMPORTANT: Mark all packages and papers with contract and/or order numbers. DATE OF ORDER CONTRACT NO. ORDER NO. 0012 EP-W-10-019 01/18/2013 QUANTITY UNIT AMOUNT QUANTITY ITEM NO. SUPPLIES/SERVICES UNIT ORDERED ACCEPTED PRICE (f) (d) (g) (a) (c) (e) will involve on-site office work, with the possibility of some local travel. TOPO: JAYNE SOMERS Admin Office: HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460 Period of Performance: 01/18/2013 to 10/31/2013 0001 ERG Task Order "Program Management" for CMOP for \$24,912.00 Accounting Info: 13-14-B-58F4-101A46-2505-1358FC3544-00 1 BFY: 13 EFY: 14 Fund: B Budget Org: 58F4 Program (PRC): 101A46 Budget (BOC): 2505 DCN - Line ID: 1358FC3544-001 Funding Flag: Complete Funded: \$1,812.67 incrementally funded need \$23,099.33 to fully fund. The obligated amount of award: \$1,812.67. The total for this award is

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

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IMPORTANT: Mark all packages and papers with contract and/or order numbers. ORDER NO. DATE OF ORDER CONTRACT NO 01/18/2013 EP-W-10-019 0012 QUANTITY ITEM NO. SUPPLIES/SERVICES QUANTITY UNIT UNIT **AMOUNT** ORDERED PRICE ACCEPTED (g) (a) through its completion date of 31 October 2013, contingent upon exercise of the option year. COR: Jayne Somers 202-343-9896 Alt COR: Felicia Ruiz 202-343-9129 co: Margaret Kline STATEMENT OF WORK Program Management for Coalbed Methane Outreach Program I. BACKGROUND The U.S. EPA Coalbed Methane Outreach Program works with coal mines in the U.S. and internationally to encourage the economic use of the coal mine methane (CMM) gas that is otherwise vented to the atmosphere. This contract shall support the Coalbed Methane Outreach Program in its efforts to reduce CMM emissions. The contract includes a provision to award task orders to provide maintenance of monthly progress reports and to support on-call program management and open lines of communication. The period of performance for this task order is from the effective date of the task order through 31 October 2013. Activities listed in this task order are not duplicative with activities under other coal mine methane program task orders. II. OBJECTIVE The objective of this task order is to maintain a monthly progress report and support an on-call Program Manager and open lines of communication. III. SCOPE The work outlined under this task order is Continued ...

\$0.00

SCHEDULE - CONTINUATION IMPORTANT: Mark all packages and papers with contract and/or order numbers. DATE OF ORDER CONTRACT NO ORDER NO. 0012 EP-W-10-019 01/18/2013 ITEM NO. QUANTITY UNIT UNIT AMOUNT QUANTITY SUPPLIES/SERVICES ACCEPTED ORDERED PRICE (c) (d) (e) (g) consistent with contract clauses found on or about B. 4 (Program Management), F. 3 (Monthly Progress Report), and F. 4 (Working Files). IV. TASK DESCRIPTIONS This task order has one (1) task with two (2) subtasks, listed and described below: Task 1: Program Management Subtask 1: Maintenance of Monthly Progress Report and Working Files Instructions for completion of the monthly progress report are referenced in Section F. 3, Monthly Progress Report. Instructions for completion of working files are references in Section F. 4, Working Files.

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V. PLACE OF PERFORMANCE

The work performed under this Task Order Continued ...

IMPORTANT: Mark all packages and papers with contract and/or order numbers. DATE OF ORDER CONTRACT NO. 01/18/2013 EP-W-10-019

ORDER NO. 0012

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT	QUANTITY ACCEPTED
(a)	(b)	(c)	(d)	(e)	(f)	(g)
	will involve on-site office work, with the					
	possibility of some local travel.	1				
	TOPO: JAYNE SOMERS					
	Admin Office: HPOD					
	US Environmental Protection Agency					
	Headquarters Procurement Operations					
	Ariel Rios Building					
	1200 Pennsylvania Avenue, NW		ļ			
	Washington DC 20460		1			
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	10/31/2013					i
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	CMOP for \$24,912.00					
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	58F4 Program (PRC): 101A46 Budget					
	(BOC): 2505 DCN - Line ID:					1
	1358FC3544-001					
	Funding Flag: Complete					
	Funded: \$1,812.67					
	incrementally funded need \$23,099.33 to					
	fully fund.					
	The obligated amount of award: \$1,812.67.					1
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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

 DATE OF ORDER
 CONTRACT NO.
 ORDER NO.

 02/21/2013
 EP-W-10-019
 0013

ITEM NO.	SUPPLIES/SERVICES	QUANTITY ORDERED		UNIT PRICE	AMOUNT	QUANTITY ACCEPTED
(a)	(b)	(c)	(d)	PRICE (e)	(f)	ACCEPTED (g)
	Task 1, subtask 1c for \$59,792 for 180 labor hours;     Task 2, subtask 2c for \$132,085 for 760 labor hours;     Task 3, 1 deliverable \$96,011 for 45 labor hours; \$25,000 is obligated leaving \$172,888 needed to fully fund this task order through its completion date of 20 February 2014, contingent upon exercise of the option year.  COR: Felicia Ruiz 202-343-9129 Alt COR: Jayne Somers 202-343-9896 CO: Margaret Kline TOPO: FELICIA RUIZ Admin Office:     HPOD     US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460 Accounting Info: 12-13-BR-58F0X13-101A46-25051358FC3567-00 1 BFY: 12 EFY: 13 Fund: BR Budget Org: 58F0X13 Program (PRC): 101A46 Budget (BOC): 2505 DCN - Line ID: 1358FC3567-001 Period of Performance: 02/21/2013 to 02/20/2014		(d)	(e)	(f)	(g)
001	Recommendation to Award Competitive Task Order Request for Quotation 13-00433 for, "Global Methane Initiative (GMI) Coal Sector Technical, Analytic and Outreach Support" to ERG, under Contract No. EP-W-10-091, for \$197,888.00.  The obligated amount of award: \$25,000.00. The total for this award is shown in box 17(i).					



### UNITED STATES ENVIRONMENTAL PROTECTION AGENCY WASHINGTON, D.C. 20460

OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT

11 January 2013

ERG ARI RRR

SUBJECT:

RFTOP 13-0433 "Global Methane Initiative (GMI) Coal Sector Technical,

Analytic and Outreach Support"

REFERENCE:

EP-W-10-019/022/023

Dear CMOP Partners:

This is a competitive request for a white paper and a budget proposal for the GMI coal sector technical, analytic and outreach support. Specific information is below:

I. Technical Proposal Preparation	Requirement
White paper	Up to 15 (15) single sided pages
Task Order period of performance	Effective date - 31 January 2014 contingent upon exercise of option year
Government Cost estimate	3,110 labor hours
Technical and Budget Proposal Labeling	Each page must include header or footer with company name, contract number, RFTOP number and title, page number
***************************************	
Contact Person - COMPETITIVE	Margaret Kline 202-564-4238 kline.margaret@epa.gov

II. Cost Proposal Preparation	Requirement
Budget Summary	Total estimated cost proposed (rounded to whole dollar) and the total cost for each task, and each subtask, including estimates for ODCs under each subtask.
Budget breakout	Usual format by each subtask. You must include your estimate for ODCs under each

	subtask since multiple awards are expected. You must include the total estimated cost.
ODC Government Estimate	Contractor shall propose for each subtask
Conflict of Interest Certification III. Number of Awards Contemplated	if applicable include with proposal  Multiple and by subtask
IV. Proposal Submission	Felicia Ruiz at ruiz.felicia@epa.gov copy to Margaret Kline at kline.margaret @epa.gov
V. Proposal Close Date	23 January 2013

This is a Best value determination. The Technical evaluation factors are equal. The technical factors are significantly more important than the cost factor. However, as technical scores tend to equalize, cost will become more important. The Government will award a Task Order to the Contractor whose offer conforms to this request and is most advantageous to the Government, cost and other factors considered.

- 1. **Technical Approach:** Evidence of an effective overall technical approach for accomplishing this requirement, including proposed strategy/steps to perform discrete subtasks outlined in this task order, and outline how the strategy will result in the most useful product for the government and industry. Propose innovative yet practical approaches.
- 2. **Past performance:** Evidence of past performance in performing technical and analytic evaluations and preparing outreach products and services for the Coalbed Methane Outreach Program.
- 3. **Key Personnel and Staffing Mix:** Specify the staffing (local and international) selected for each Task, their relevant experience and qualifications, and their availability for the task.
- Cost: Reasonableness.

This is a competitive action and any inquiries must be directed to me via email. Thank you.

Sincerely, Margaret Kline EPA Contracting Officer

# Coalbed Methane Outreach Program Competitive Task Order Contract Numbers EP-W-10-019, EP-W-10-022, EP-W-10-023 RFTOP 13-00433

#### STATEMENT OF WORK:

Global Methane Initiative (GMI) Coal Sector Technical, Analytic and Outreach Support

#### I. BACKGROUND

The U.S. EPA Coalbed Methane Outreach Program (CMOP) works with coal mines in the U.S. and internationally to encourage the economic use of coal mine methane (CMM) gas that is otherwise vented to the atmosphere. Through this task order, EPA is requesting technical and outreach support for the general advancement and development of international CMM projects under the auspices of the Global Methane Initiative (hereafter referred to as the "GMI").

Methane is both the primary constituent of natural gas and a potent greenhouse gas when released to the atmosphere. Reducing emissions can yield substantial economic and environmental benefits. The implementation of available, cost-effective methane emission reduction opportunities in the coal industry can lead to improved mine safety, greater mine productivity, and increased revenues.

Methane is produced from mining activities in underground coal mines, at surface coal mines, and as a result of post-mining activities including coal processing, storage and transportation. Underground mines are the single largest source of CMM emissions in most countries.

The Global Methane Initiative (GMI) is an international initiative with several key objectives: to reduce global methane emissions to enhance economic growth, to promote energy security, to improve the environment, and to reduce greenhouse gas emissions. The initiative focuses on cost-effective, near-term methane recovery and use as a clean energy source. The GMI is a collaborative effort among 42 partner countries, including developed countries, developing countries, and countries with economies in transition. Together these countries work with strong participation from the private sector. The GMI targets five major methane sources: agriculture, coal mines, municipal solid waste, natural gas and oil systems, and wastewater. By building international relationships, the GMI promotes opportunities to mitigate fugitive emissions and bring otherwise-wasted methane gas to commercial markets. Through the work of the Coal Subcommittee, the GMI has created and implemented an action plan to identify and promote coal mine methane project opportunities in partner countries, particularly in developing countries or countries with economies in transition.

U.S. EPA is the lead U.S. Government Agency implementing U.S. activities through the GMI. EPA works with her sister agencies including the U.S. Department of State, the U.S. Agency for International Development, the U.S. Department of Energy, and the U.S. Trade & Development Agency. Within the coal sector, EPA's Coalbed Methane Outreach Program (CMOP) leads the activities of the U.S. through the Coal Subcommittee. Currently, CMOP staff members serve as Co-Chair of the Coal Subcommittee and official delegates to the Subcommittee. CMOP is actively engaged in planning Subcommittee meetings and workshops, developing informational work products, and supporting CMM project development in Partner countries.

Through this Task Order, EPA is seeking contractor¹ support to provide technical and analytic assistance for the activities of the GMI Coal Subcommittee as well as EPA's initiatives to support the aims of the GMI through activities that support CMM recovery and utilization projects in specific Partner countries.

EPA has identified several countries that are of high priority for reducing CMM emissions: China, India, Russia, and Ukraine. EPA is also interested in helping to support the reduction of CMM emissions in other priority countries including Kazakhstan, Mexico, Mongolia, and Turkey. EPA is evaluating the potential for CMM project opportunities in other countries such as Colombia and Vietnam.

The period of performance for this task order is from the date of approval through January 31, 2014.

In order to maximize its financial and technical resources, EPA anticipates making multiple awards under this SOW. While EPA anticipates awarding subtasks under a Task to different contractors, one subtask will not be awarded to more than one contractor under any given Task. It should be recognized that the scope of work will be dynamic in nature, often requiring different types and levels of assistance. Therefore activities may require additional technical direction from the EPA COR.

There will be no duplication of effort under any task/subtask within this SOW.

#### II. OBJECTIVE

The objective of this task order is to provide EPA's Coalbed Methane Outreach Program with the technical, analytical, and outreach support to advance CMOP's international activities that support the aims of the Global Methane Initiative (GMI), and specifically, the Coal Subcommittee.

### III. SCOPE

The work outlined under this task order is consistent with the following sections under the contract Statement of Work: 1.2.1, 1.2.2, 1.2.3, and 1.2.4.

#### IV. TASK DESCRIPTIONS

This task order has five (5) Tasks, listed and described below.

Under each Task, the Contractor should include up to two (2) hours per month to make updates to the International GMI Customer Relationship Management (CRM) System. The Contractor shall update all activities in which they are involved, including uploading of assessment reports, training and capacity building event announcements, program updates, presenter slide presentations, workshop agendas, etc.

The Contractor shall prepare a draft deliverable following receipt of a written Technical Direction

(TD) from the COR or Alternate COR (hereafter collectively referred to as COR) for COR review and comment. The contractor shall incorporate COR comments into the deliverables, perform additional information gathering as required, and submit a final deliverable to the COR.

### Task 1: Targeted Outreach and Logistical Support for the GMI Coal Subcommittee and Other Related Stakeholder Activities

Under this task, the Contractor shall provide outreach and logistical support for the GMI Coal Subcommittee and other stakeholder activities, which include the following:

### Subtask 1a: Targeted Outreach and Logistical Support for the GMI Coal Subcommittee and Related Stakeholder Activities in China, Mongolia, and Vietnam

The contractor shall provide targeted outreach and logistical support for the GMI Coal Subcommittee and other stakeholder activities in China, Mongolia and Vietnam. EPA anticipates up to three (3) person trips under this subtask. Specifically, this may include:

- Providing logistical and outreach support for GMI Coal Subcommittee stakeholder sessions or other activities, per written technical direction. This support may include helping to develop a detailed agenda, including contacting potential speakers, or developing presentations or materials for the agenda. The Contractor shall actively participate in the GMI coal sector stakeholder sessions or other participatory activities as directed by the COR. For planning purposes, Contractor should assume providing support for developing up to one (1) agenda, developing up to two (2) presentations, and taking up to one (1) person-trip during the period of performance.
- Providing travel support for delegates to participate in critical, GMI Coal Subcommittee stakeholder sessions, or other activities, per written technical direction. The Contractor may also be requested to facilitate travel arrangements and provide travel support for delegates from developing countries or countries with economies in transition to participate in critical GMI Coal Subcommittee stakeholder sessions, or other activities. For planning purposes, Contractor should assume providing travel support for up to two (2) delegates.
- Providing translation of key documents or work products. The contractor may be requested to provide assistance in facilitating the translation of documents developed through the GMI. This might include the translation of such documents as the GMI Coal Mines Fact Sheet (<a href="http://www.globalmethane.org/tools-resources/factsheets.aspx#m2mcoalfs">http://www.globalmethane.org/tools-resources/factsheets.aspx#m2mcoalfs</a>), other fact sheets, and/or presentations from English to the host-country language. For planning purposes, Contractor should assume translating up to three (3) documents.

## Subtask 1b: Targeted Outreach and Logistical Support for the GMI Coal Subcommittee and Related Stakeholder Activities in Colombia, China, India, Kazakhstan, Mexico, Poland, Turkey, and Ukraine

The Contractor shall provide targeted outreach and logistical support for GMI Coal Subcommittee and other stakeholder activities in Colombia, China, India, Kazakhstan, Mexico, Poland, Turkey, and Ukraine. Up to five (5) person trips are estimated under this subtask.

RFTOP 13-00433 (Ruiz\Somers) competitive task order - GMI Coal Sector Technical Analytic and Outreach Support

Specifically, this may include:

- Providing logistical and outreach support for GMI Coal Subcommittee stakeholder sessions or other activities. This support may include helping to develop a detailed agenda, including contacting potential speakers, or developing presentations or materials for the agenda. The Contractor shall actively participate in the GMI coal sector stakeholder sessions or other participatory activities as requested / directed by the COR. For planning purposes, Contractor should assume providing support for developing up to one (1) agenda, developing up to two (2) presentations, and taking up to two (2) persontrips.
- Providing travel support for delegates to participate in critical, GMI Coal Subcommittee stakeholder sessions, or other activities. The Contractor may also be requested to facilitate travel arrangements and provide travel support for delegates from developing countries or countries with economies in transition to participate in critical GMI Coal Subcommittee stakeholder sessions or other activities. For planning purposes, Contractor should assume providing travel support for up to three (3) delegates.
- Providing translation of key documents or work products. The Contractor may be
  requested to provide assistance in facilitating the translation of documents developed
  through the GMI. This might include the translation of pre-feasibility study executive
  summary statements, fact sheets, and/or presentations from English to the host-country
  language. For planning purposes, Contractor should assume translating up to three (3)
  documents.

Subtask 1c: Targeted Outreach and Logistical Support for the GMI Coal Subcommittee and Related Stakeholder Activities in China, India, Kazakhstan, Turkey, and Russia

The contractor shall provide targeted outreach and logistical support for GMI Coal Subcommittee and other stakeholder activities in Russia, China, India, Kazakhstan, and Turkey. EPA anticipates up to four (4) person-trips under this subtask. Specifically, this may include:

- Providing logistical and outreach support for GMI Coal Subcommittee stakeholder sessions or other activities. This support may include helping to develop a detailed agenda, including contacting potential speakers, or developing presentations or materials for the agenda. The contractor shall actively participate in the GMI coal sector stakeholder sessions or other participatory activities as requested / directed by the COR. For planning purposes, Contractor should assume providing support for developing up to one (1) agenda, developing up to two (2) presentations, and taking up to two persontrips.
- Providing travel support for delegates to participate in critical, GMI Coal Subcommittee stakeholder sessions, or other activities. The Contractor may provide travel assistance for up to two (2) delegates from developing countries or countries with economies in transition to participate in critical GMI Coal Subcommittee stakeholder sessions or other activities. The Contractor shall not expend obligated funds for non-task order contractor individuals.

• **Providing translation of key documents or work products.** The contractor may provide assistance in facilitating the translation of documents developed through the GMI for up to three (3) documents. This might include the translation of pre-feasibility study executive summary statements, fact sheets, and/or presentations from English to the host-country language.

### Task 2: Targeted Support to Promote CMM Project Development in GMI Partner Countries

Under this task, the Contractor shall provide technical, analytic, and capacity-building support to promote CMM project development in CMOP international priority Partner countries, as specified in each subtask. As new partner countries join the GMI during the period of performance and/or additional countries are deemed as potential recipients for CMOP assistance, the Contractor shall provide support to promote CMM project development in these Partner countries. No more than 20 labor hours under each subtask is needed for support to other countries not listed under each subtask (i.e. "non-priority" countries).

The Contractor shall prepare a draft deliverable following receipt of a written Technical Direction (TD) for each deliverable under this Task. The contractor shall revise the draft deliverable as applicable, perform additional information gathering as required, and submit a final deliverable.

### Subtask 2a: Targeted Support to Promote CMM Project Development in China, Mongolia, and Vietnam

The Contractor shall provide the following support to further promote CMM project development in China, Mongolia and Vietnam. Up to three (3) person trips under this subtask are envisioned.

- Technical support for project development. The Contractor shall provide technical support for in-country CMM project development such as project identification datagathering, market updates, and project opportunity / success story development. For planning purposes, Contractor should assume providing technical support for the development of up to four (4) CMM project opportunity and/or success story flyers and the review/editing of up to five (5) flyers.
- Capacity building. From time to time assistance with organizing and conducting incountry technical training, technical information sessions, or other outreach activities may be required. Under this Subtask, the contractor shall provide technical services to develop outreach and training support within/for the countries included under this subtask. Contractor may respond to requests regarding data collection and site visits. This support may include preparation for, development of, and implementation of a technical training session for appropriate audiences to promote CMM project development in that country. Contractor shall advise foreign entities that need assistance with CMM data collection and project development. Contractor shall provide status briefings about project development opportunities and new projects in the countries listed under this subtask.

For planning purposes, Contractor should assume providing outreach and training support for up to one (1) technical information session each in China, Mongolia and Vietnam, for a total of up to three (3) sessions. Contractor should also plan for an additional LOE of up to 40 hours of capacity building assistance and information sharing during the period of performance.

 Technical support for or review of the activities of recipients of US EPA grants or cooperative agreements. Under this Subtask, the Contractor shall provide technical and analytical support for grantees with specific technical assistance needs, in the countries included under this subtask per written technical directive. For planning purposes, Contractor should assume providing technical support for and reviewing up to two (2) documents.

### Subtask 2b: Targeted Support to Promote CMM Project Development in Colombia, China, India, Kazakhstan, Mexico, Poland, Turkey, and Ukraine

The contractor shall further promote CMM project development in Colombia, China, India, Kazakhstan, Mexico, Poland, Turkey, and Ukraine. EPA anticipates up to seven (7) person-trips under this subtask.

- Technical support for project development. The Contractor shall provide technical support for in-country CMM project development such as project identification datagathering, market updates, and project opportunity / success story development. For planning purposes, Contractor should assume providing technical support for the development of up to three (3) CMM project opportunity and/or success story flyers and the review/editing of up to five (5) flyers.
- Capacity building. EPA may request assistance with organizing and conducting incountry technical training, study tours, technical information sessions, or other outreach activities. Under this Subtask, as directed by the COR, the contractor shall provide assistance in developing outreach and training support within/for the countries included under this subtask. EPA may request the contractor to assist foreign governments or other entities with activities such as data collection and site visits. This support may include preparation for, development of, and implementation of a technical training session for appropriate audiences to promote CMM project development in that country. This might include technical and logistical support foreign entities that need assistance with CMM data collection and project development. EPA will also request Contractor to keep the COR informed about project development opportunities and new projects in the countries listed under this subtask.

For planning purposes, Contractor should assume providing outreach and training support for up to one (1) technical information session each in such countries as China, Kazakhstan, and Mexico, for a total of up to four (4) technical sessions. Contractor should also plan on assisting EPA with organizing one (1) outreach mission each to Colombia, India, Kazakhstan, and Poland/Turkey, for a total of up to 4 missions. Travel associated with these missions includes up to four person-trips. Contractor should also plan for an additional LOE of up to 80 hours of capacity building assistance and information sharing during the period of performance.

• Technical support for or review of the activities of recipients of US EPA grants or cooperative agreements. Under this Subtask, as directed by the COR, the Contractor shall provide technical and analytical support for grantees with specific technical assistance needs, in the countries included under this subtask. For planning purposes, Contractor should assume providing technical support for and reviewing up to two (2) documents.

### Subtask 2c: Targeted Support to Promote CMM Project Development in Russia, China, India, Kazakhstan and Turkey

The contractor shall provide the following support to the COR to further promote CMM project development in Russia, China, India, Kazakhstan, and Turkey. EPA anticipates up to five (5) person-trips under this subtask.

- Technical support for project development. The Contractor shall provide technical support for in-country CMM project development such as project identification datagathering, market updates, and project opportunity / success story development. For planning purposes, Contractor should assume providing technical support for the development of up to three (3) CMM project opportunity and/or success story flyers and the review/editing of up to five (5) flyers.
- Capacity building. EPA may request assistance with organizing and conducting incountry technical training, study tours, technical information sessions, or other outreach activities. Under this Subtask, as directed by the COR, the contractor shall provide assistance in developing outreach and training support within/for the countries included under this subtask. EPA may request the contractor to assist foreign governments or other entities with activities such as data collection and site visits. This support may include preparation for, development of, and implementation of a technical training session for appropriate audiences to promote CMM project development in that country. This might include technical and logistical support foreign entities that need assistance with CMM data collection and project development. EPA will also request Contractor to keep the COR informed about project development opportunities and new projects in the countries listed under this subtask.

For planning purposes, Contractor should assume providing outreach and training support for up to three (3) technical information sessions in such countries as India, Turkey, and Russia. Contractor should also plan on assisting EPA with organizing one (1) outreach mission each to Kazakhstan and Russia, for a total of two (2) total outreach missions. Travel associated with these missions includes up to four (4) person-trips. Contractor should also plan for an additional LOE of up to 80 hours of capacity building assistance and information sharing during the period of performance.

 Technical support for or review of the activities of recipients of US EPA grants or cooperative agreements. Under this Subtask, the contractor shall provide technical and analytical support for grantees with specific technical assistance needs, in the countries included under this subtask. For planning purposes, Contractor should assume providing technical support for and reviewing up to two (2) documents.

### Task 3: Technical Review and Revision of Information and Information Work Products to Support the GMI Coal Subcommittee

Under this Task, the contractor shall review and revise information and information work products, in support of the GMI Coal Subcommittee. Specifically, this Task consists of the technical review, revision editing, and formatting of Subcommittee work products, such as the global CMM projects database, the "Coal Mine Methane Country Profiles" of key coal-producing countries, or other technical flyers or analytical work. As directed by the COR, the Contractor shall conduct critical technical reviews and updates of such work products. For each work product reviewed, the Contractor shall prepare a brief memorandum describing recommended changes or improvements, if any, to the work product. Existing work products can be found on the CMOP website (<a href="http://www.epa.gov/cmop/international/index.html">http://www.epa.gov/cmop/international/index.html</a>) and on the GMI website (<a href="http://www.globalmethane.org/tools-resources/tools.aspx#two">http://www.globalmethane.org/tools-resources/tools.aspx#two</a>). For planning purposes, Contractor should assume the technical review and revision of up to four (4) work products.

The Government reserves the right to award a certain quantity of deliverables to multiple contractors, under this particular Task.

### Task 4: Support for GMI's Efforts to Disseminate Results of a "Best Practices" Guidance Document for Coal Mine Methane Degasification, Recovery and Use

Under this Task, the Contractor shall provide support for the dissemination of a "Best Practices" guide on coal mine methane degasification, recovery, and use. EPA is conducting this effort under the auspices of the GMI, in collaboration with the United Nations Economic Commission for Europe (UNECE). See: <a href="http://www.unece.org/energy/se/cmm.html">http://www.unece.org/energy/se/cmm.html</a>

The Contractor must be flexible to meet needs for the review of a draft or edit outreach materials, or provide input about the most effective supporting materials to be developed (including materials to be posted on a website). Most of the work will be conducted individually with coordination and communication primarily via email and telephone. The Contractor may also be required to provide support for development of technical materials and/or the development of a technical session agenda, with the goal of disseminating the results of the Best Practices document in one or two countries, which may include China, Kazakhstan, Russia, or Vietnam. This task would involve up to one (1) person-trip. For planning purposes, Contractor can assume drafting/editing up to two (2) documents (i.e. Best Practices training module or presentations) and developing up to one (1) agenda for a dissemination session.

Descriptions and copies of EPA's contribution to this effort can be found on the CMOP website: <a href="http://www.epa.gov/cmop/international/unitednations.html">http://www.epa.gov/cmop/international/unitednations.html</a>

## Task 5: Support for International Coal Mine Methane Project Financing Under this Task, the Contractor shall develop and/or review information, information work products, and/or technical models in support of international CMM project financing.

### Subtask 5a: Updates to the CMOP Coal Mine Methane Cash Flow Model

RFTOP 13-00433 (Ruiz\Somers) competitive task order – GMI Coal Sector Technical Analytic and Outreach Support

The Contractor shall support in the review and update of the CMOP Coal Mine Methane Cash Flow Model (<a href="http://www.epa.gov/cmop/resources/cashflow\_model.html">http://www.epa.gov/cmop/resources/cashflow\_model.html</a>). The contractor shall include information that makes the Cash Flow Model more accessible for an international audience, including updating cost/pricing information and adding international units. Contractor shall also create a new module to include technical data and cost/pricing information for financing scenarios for international abandoned mine methane projects.

### Subtask 5b: Information Work Products for CMM Project Financing

This subtask consists of the development, technical review, formatting and updating of information work products that provide information on financing coal mine methane projects. Examples of this type of contractor support include the review of existing EPA pre-feasibility studies, full-scale feasibility studies, and project opportunity documents, to determine if they include sufficient financial information to encourage the financing community to invest in a project's development. For planning purposes, Contractor shall assume developing one (1) new work product, and reviewing / updating up to five (5) existing documents, such as pre-feasibility studies and/or the *Coal Mine Methane Finance Guide* (to reflect international pricing and incentives).

#### V. PERIOD OF PERFORMANCE

The period of performance for all tasks completed under this Task Order is from the date of award to January 31, 2014. Extensions to this period of performance will not be granted except in the case of extenuating circumstances.

#### VI. DELIVERABLE/ DELIVERY SCHEDULE

Task / Subtask	Deliverables	Due Dates
Tasks 1-5	Kickoff meeting with EPA (via teleconference, as appropriate)	Within one week of receipt of TO award
Task 1, Subtask 1a	1 agenda; 2 presentations; translation of up to 3 documents	Per written technical directive
	Trip report(s)	Within 10 days of trip completion
Task 1, Subtask 1b	1 agenda; 2 presentations; translation of up to 3 documents	Per written technical directive
*	Trip report(s)	Within 10 days of trip completion
Task 1, Subtask 1c	1 agenda; 2 presentations; translation of up to 3 documents	Per written technical directive
	Trip report(s)	Within 10 days of trip completion
Task 2, Subtask 2a	4 new flyers; Edits to 5 flyers	
	Outreach support for up to 3	Per written technical directive

	technical sessions	
	Edits to 2 EPA documents	Per written technical directive
	Trip report(s)	Within 10 days of trip
		completion
Task 2, Subtask 2b	3 new flyers; Edits to 5 flyers	Per written directive
`	Outreach support for up to 4	Per written directive
	technical sessions	
	Organizing up to 4	Per written technical directive
	international outreach	
	missions	<b>*</b>
	Edits to 2 EPA documents	Per written technical directive
	Trip report(s)	Within 10 days of trip
		completion
Task 2, Subtask 2c	3 new flyers; Edits to 5 flyers	Per written technical directive
	Outreach support for up to 3	Per written technical directive
	technical sessions	
	Organizing up to 2	Per written technical directive
	international outreach	
	missions	
	Edits to 2 EPA documents	Per written technical directive
	Trip report(s)	Within 10 days of trip
		completion
Task 3	4 revised information work	Per written technical directive
	products	
Task 4	2 new/revised	Per written technical directive
	presentations/modules; 1	
	agenda	
Task 5, Subtask 1	Financial model updates	Per written technical directive
Task 5, Subtask 2	1 new work product; Review	Per written technical directive
	and revision of 5 work	
	products	

### VII. SECURITY

Unclassified

### VIII. GOVERNMENT FURNISHED EQUIPMENT/GOVERNMENT FURNISHED INFORMATION

The U.S. EPA Task Order COR will provide the Contractor with any requested background information necessary to complete the task.

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Attn: NA					9B. DATED (SEE ITEM 11)			
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to the solici	tation and this amendment, TING AND APPROPRIATIO	and is received prior to th	e opening hour and date spec	cified			makes reference	<u> </u>
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The pur	pose of this m	nodification .	is to obligate	\$7	5,000 leaving \$97,888 ne	eded	to fully	
fund th:	is task order	through its	completion date	. 0	f 20 February 2014, cont	inge	nt upon	
	e of the optic	-	-		-	-		
_	is for the fo	-	s: r 180 labor hou	ırs	:			
			or 760 labor ho					
			45 labor hours					
iask J,	T CETTAGE UNITE	, 420,011 TOL	10 Tabor Hours	,				
COR:		202-343-912	9					
Continu								
			nt referenced in Item 9A or 10		s heretofore changed, remains unchanged and in			
IDA. NAME A	ND TITLE OF SIGNER (Ty	p <del>e</del> or printj			6A. NAME AND TITLE OF CONTRACTING OF	10EK (1	ype or print)	
				M	Margaret Kline			
15B. CONTRA	ACTOR/OFFEROR		15C. DATE SIGNED	1	6B. UNITED STATES OF AMERICA		16C. DATE SIGN	
	(Signature of person authorized	d to sign)			(Signature of Contracting Officer)		_   05/03/20	113

NSN 7540-01-152-8070 Previous edition unusable STANDARD FORM 30 (REV. 10-83) Prescribed by GSA FAR (48 CFR) 53.243

CONTINUATION SHEET
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REFERENCE NO. OF DOCUMENT BEING CONTINUED EP-W-10-019/0013/001

PAGE 2 OF 2

NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP INC

EM NO.	SUPPLIES/SERVICES	QUANTITY		UNIT PRICE	AMOUNT
A)	(B)	(C)	(D)	(E)	(F)
	Alt COR: Jayne Somers 202-343-9896				
	CO: Margaret Kline				
	TOPO: FELICIA RUIZ				
	NEW ACCOUNTING CODE ADDED:				
	Account code:				
	13-14-B-58F4-101A46XP4-25051358FC3633-001				
	Beginning FiscalYear 13				
	Ending Fiscal Year 14		]		
	Fund (Appropriation) B		1		
	Budget Organization 58F4 Program (PRC) 101A46XP4		li		•
	Budget (BOC) 2505				•
	DCN-LineID 1358FC3633-001		li		
	Amount: \$75,000.00				
	Payment:				
	RTP Finance Center	1			
	US Environmental Protection Agency				
	RTP-Finance Center (D143-02)				
	109 TW Alexander Drive	1			
	Durham NC 27711	}			
	FOB: Destination	1			
	Period of Performance: 02/21/2013 to 02/20/2014				
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AMENDMENT OF SOLICITATION/MODIFIC	ATION OF CO	ONTRACT		CONTRACT ID CODE	F	PAGE OF PAGES
2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE	DATE	4. REQ	UISITION/PURCHASE REQ. NO.	5. PRO	DJECT NO. (If applicable)
002	08/30/20	) <sub>13</sub>	PR-O	AR-13-01736		
6. ISSUED BY CODE	HPOD		7. ADN	MINISTERED BY (If other than Item 6)	CODE	
HPOD US Environmental Protection Headquarters Procurement Ope Ariel Rios Building 1200 Pennsylvania Avenue, NW	erations					
Washington DC 20460		7/D Oc.do.)	104	ASSESSED ASSESSED OF SOLICITATION NO		
8. NAME AND ADDRESS OF CONTRACTOR (No., stree EASTERN RESEARCH GROUP INC Attn: NA 110 HARTWELL AVENUE Lexington MA 02421	t, county, State and	-	98. × 10.4 × E.F	AMENDMENT OF SOLICITATION NO.  DATED (SEE ITEM 11)  A. MODIFICATION OF CONTRACT/ORDER NO.  -W-10-019  113  B. DATED (SEE ITEM 13)	0.	
CODE 112947395	FACILITY COD	E	0	2/21/2013		
	11. THIS ITE	M ONLY APPLIES TO AM	MENDM	ENTS OF SOLICITATIONS		
separate letter or telegram which includes a reference THE PLACE DESIGNATED FOR THE RECEIPT OF virtue of this amendment you desire to change an offe to the solicitation and this amendment, and is received 12. ACCOUNTING AND APPROPRIATION DATA (If received)	to the solicitation OFFERS PRIOR or already submitted prior to the oper	n and amendment numbe TO THE HOUR AND DA' ed, such change may be ning hour and date specifi	rs. FAI TE SPE made bied.	ECIFIED MAY RESULT IN REJECTION OF YO by telegram or letter, provided each telegram or	BE REC OUR OFI	CEIVED AT FER. If by
See Schedule				DDIFIES THE CONTRACT/ORDER NO. AS DE	200105	D IAI (PP) 4.4
	CT/ORDER IS MO H IN ITEM 14, PU IT IS ENTERED I	ODIFIED TO REFLECT T PRSUANT TO THE AUTH	HE AD	ES SET FORTH IN ITEM 14 ARE MADE IN THE MINISTRATIVE CHANGES (such as changes of FAR 43.103(b).  TY OF:		
E. IMPORTANT: Contractor 🗵 is not,	is required to	sign this document and	return	Ocopies to the issuing	office.	
14. DESCRIPTION OF AMENDMENT/MODIFICATION DUNS Number: 112947395 The purpose of this modifica its total estimated cost of upon exercise of the option	tion is t \$197,888.	co obligate \$	97,	388 to fully fund this	task	
Funding is for the following Task 1, subtask 1c for \$59,7 Task 2, subtask 2c for \$132, Task 3, 1 deliverable \$96,01	92 for 18 085 for 5	760 labor hou	ırs;			
COR: Felicia Ruiz 202-34	3-9129					
Continued						
Except as provided herein, all terms and conditions of the 15A. NAME AND TITLE OF SIGNER (Type or print)	ne document refer	renced in Item 9A or 10A,	16A. I	NAME AND TITLE OF CONTRACTING OFFIC		
			Mar	garet Kline		
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED	16B. I	UNITED STATES OF AMERICA		16C. DATE SIGNED
(Signature of person authorized to sign)				(Signature of Contracting Officer)		08/30/2013
			******			

NSN 7540-01-152-8070 Previous edition unusable STANDARD FORM 30 (REV. 10-83) Prescribed by GSA FAR (48 CFR) 53.243 
 CONTINUATION SHEET
 REFERENCE NO. OF DOCUMENT BEING CONTINUED
 PAGE
 OF

 EP-W-10-019/0013/002
 2
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NAME OF OFFEROR OR CONTRACTOR

EASTERN RESEARCH GROUP INC

EM NO.	SUPPLIES/SERVICES	QUANTITY	. 1	UNIT PRICE	AMOUNT
A)	(B)	(C)	(D)	(E)	(F)
	Alt COR: Jayne Somers 202-343-9896		<del>                                     </del>		
	CO: Margaret Kline				
	TOPO: FELICIA RUIZ				
	NEW ACCOUNTING CODE ADDED:				
	Account code:				
	13-14-B-58F4-101A46XP4-25051358FC3723-001		1		
	Beginning FiscalYear 13				
	Ending Fiscal Year 14				
	Fund (Appropriation) B		İ		
	Budget Organization 58F4	ł	1		
	Program (PRC) 101A46XP4	1			
	Budget (BOC) 2505	1			
		1			
	DCN-LineID 1358FC3723-001	1	1		
	Amount: \$97,888.00	1			
	Daniel Land				
	Payment:				
	RTP Finance Center				
	US Environmental Protection Agency				
	RTP-Finance Center (D143-02)			:	
	109 TW Alexander Drive				
	Durham NC 27711		'		
	FOB: Destination				1.
	Period of Performance: 02/21/2013 to 02/20/2014				
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AMENDMENT OF SOLICITATION/MODIFIC	ONTRACT	1. CONTRACT ID CODE			PAGE OF PAGES		
AMERICAL OF COLOTATION MODITION	A11011 01 0					1	2
2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE	DATE	4. F	REQUISITION/PURCHASE REQ. NO.	5. PRO	DJECT NO	). (If applicable)
003	01/15/20	014			<u> </u>		
6. ISSUED BY CODE	HPOD		7.	ADMINISTERED BY (If other than Item 6)	CODE		
HPOD							
US Environmental Protection							
Headquarters Procurement Ope	rations						
Ariel Rios Building 1200 Pennsylvania Avenue, NW							
Washington DC 20460							
8. NAME AND ADDRESS OF CONTRACTOR (No., street	, county, State and	ZIP Code)	(x)	9A. AMENDMENT OF SOLICITATION NO.			
			<u>  ^                                   </u>				
EASTERN RESEARCH GROUP INC							<u> </u>
Attn: NA				9B. DATED (SEE ITEM 11)			
110 HARTWELL AVENUE							
Lexington MA 02421			х	10A. MODIFICATION OF CONTRACT/ORDER N EP-W-10-019	Ō.		
			^				
				0013			
				10B. DATED (SEE ITEM 13)			
CODE 112947395	FACILITY COL	DE		02/21/2013			
	11. THIS ITE	M ONLY APPLIES TO A	ME	NDMENTS OF SOLICITATIONS			
The above numbered solicitation is amended as set for	rth in Item 14. T	he hour and date specifi	ied f	or receipt of Offersis exte	nded,	☐ is not e	xtended.
Offers must acknowledge receipt of this amendment p	rior to the hour a	and date specified in the	solic	citation or as amended, by one of the following met	hods; (a	a) By comp	leting
· · · · · · · · · · · · · · · · · · ·				g receipt of this amendment on each copy of the of			
separate letter or telegram which includes a reference							
THE PLACE DESIGNATED FOR THE RECEIPT OF ( virtue of this amendment you desire to change an offe							
to the solicitation and this amendment, and is received					i iottoi ii	IIIIKOS IOIC	101100
12. ACCOUNTING AND APPROPRIATION DATA (If req	uired)	<u> </u>					<del></del>
See Schedule							
13. THIS ITEM ONLY APPLIES TO M	ODIFICATION O	F CONTRACTS/ORDER	S. 1	T MODIFIES THE CONTRACT/ORDER NO. AS DE	SCRIBE	ED IN ITEM	l 14.
OUTOU OUT							
A. THIS CHANGE ORDER IS ISSUED F	PURSUANT TO:	(Specify authority) THE	CH	ANGES SET FORTH IN ITEM 14 ARE MADE IN T	HE COI	NTRACT	
B. THE ABOVE NUMBERED CONTRAC	T/ORDER IS M I IN ITEM 14, PL	ODIFIED TO REFLECT JRSUANT TO THE AUT	THE	EADMINISTRATIVE CHANGES (such as changes RITY OF FAR 43.103(b).	in payin	ng office,	
X							
C. THIS SUPPLEMENTAL AGREEMEN	T IS ENTERED	INTO PURSUANT TO A	UTH	IORITY OF:			
D. OTHER (Specify type of modification	and authority)						
					<del> </del>		
E. IMPORTANT: Contractor X is not,	is required t	o sign this document and	d ret	urn 0 copies to the issuin	g office.		
14. DESCRIPTION OF AMENDMENT/MODIFICATION	(Organized by U	CF section headings, inc	cludi	ing solicitation/contract subject matter where feasi	ble.)		
DUNS Number: 112947395							
The purpose of this modifica	tion is	extend the c	omj	pletion date to 20 May 20	14.		
For Convenience:		•					
Funding is for the following	tasks.						
		00 laban ban					
Task 1, subtask 1c for \$59,7							
Task 2, subtask 2c for \$132,				s;			
Task 3, 1 deliverable \$96,01	1 for 45	labor hours	;				
COR: Felicia Ruiz 202-34							
Alt COR: Jayne Somers 202-34	3-9896	•					
Continued							
Except as provided herein, all terms and conditions of th	e document refe	renced in Item 9A or 10/	A, as	s heretofore changed, remains unchanged and in fo	ıll force	and effect	,
15A. NAME AND TITLE OF SIGNER (Type or print)			1	6A. NAME AND TITLE OF CONTRACTING OFFI	CER (T)	pe or prin	<i>v</i> )
			N.	largaret Kline			
				Margaret Kline			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED	11	6B. UNITED STATES OF AMERICA		16	C. DATE SIGNED
						_	01/16/2014
(Signature of person authorized to sign)			1.	(Signature of Contracting Officer)			_, _, _, _, _, _,

**CONTINUATION SHEET** 

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-10-019/0013/003

PAGE 2

OF 2

NAME OF OFFEROR OR CONTRACTOR EASTERN RESEARCH GROUP INC

EM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	<b>ииіт</b> (D)	UNIT PRICE (E)	AMOUNT (F)
	CO: Margaret Kline				
	TOPO: FELICIA RUIZ	-			
	Payment:				
	RTP Finance Center				
	US Environmental Protection Agency RTP-Finance Center				
	Mail Drop D143-02				
	109 TW Alexander Drive				
	Durham NC 27711				
	Period of Performance: 02/21/2013 to 05/20/2014				
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AMENDMENT OF SOLICITATION/MODIFIC	ATION OF CO	ONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES	
2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE	DATE	4. RI	 EQUISITION/PURCHASE REQ. NO.	5. PROJEC	ΓΝΟ. (If applicable)	
004	05/19/20	)14					
6. ISSUED BY CODE	HPOD	, <u> </u>	7. A	DMINISTERED BY (If other than Item 6)	CODE		
HPOD US Environmental Protection Headquarters Procurement Ope Ariel Rios Building 1200 Pennsylvania Avenue, NW	erations				<b>L</b>		
Washington DC 20460		7.0.0	1.	AMENDMENT OF COLICITATION NO			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)  EASTERN RESEARCH GROUP INC  Attn: NA  110 HARTWELL AVENUE  Lexington MA 02421				DA. AMENDMENT OF SOLICITATION NO.  DB. DATED (SEE ITEM 11)  DB. MODIFICATION OF CONTRACT/ORDER NEP-W-10-019  0013  DB. DATED (SEE ITEM 13)	10.		
CODE 112947395	FACILITY COD	DE	1	02/21/2013			
	11. THIS ITE	M ONLY APPLIES TO A		DMENTS OF SOLICITATIONS			
THE PLACE DESIGNATED FOR THE RECEIPT OF virtue of this amendment you desire to change an offe to the solicitation and this amendment, and is received 12. ACCOUNTING AND APPROPRIATION DATA (If received See Schedule 13. THIS ITEM ONLY APPLIES TO M.)	er already submitt d prior to the oper quired)	ed, such change may be ning hour and date spec	e mad		r letter makes	reference	
				NGES SET FORTH IN ITEM 14 ARE MADE IN T  ADMINISTRATIVE CHANGES (such as changes TY OF FAR 43.103(b).			
X C. THIS SUPPLEMENTAL AGREEMEN							
D. OTHER (Specify type of modification	and authority)		,		····	1	
E. IMPORTANT: Contractor Sis not,  14. DESCRIPTION OF AMENDMENT/MODIFICATION  DUNS Number: 112947395		o sign this document and			-		
The purpose of this modifica through 30 September 2014, a remain unchanged.							
COR: Felicia Ruiz 202-34  Alt COR: Jayne Somers 202-34  CO: Margaret Kline  TOPO: FELICIA RUIZ  LIST OF CHANGES:  Continued  Except as provided herein, all terms and conditions of the state of the	3-9896	renced in Item 9A or 10/	16	heretofore changed, remains unchanged and in fo A. NAME AND TITLE OF CONTRACTING OFFI DAYE Sas			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED	11	Q J EL	ECTRONIC	4	
(Signature of person authorized to sign)					GNATURE	05/19/2014	

NSN 7540-01-152-8070 Previous edition unusable STANDARD FORM 30 (REV. 10-83) Prescribed by GSA FAR (48 CFR) 53.243 
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 OF

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NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP INC

NO.	SUPPLIES/SERVICES	QUANTITY		UNIT PRICE	AMOUNT
<i>Y</i> )	(B)	(C)	(D)	(E)	(F)
	Reason for Modification : Other Administrative				
	Action				
	Period Of Performance End Date changed from			į	
	2014-05-20 to 2014-09-30	ŀ	li		
	Payment:				
	RTP Finance Center				
	US Environmental Protection Agency		i I		
	RTP-Finance Center	1	1 1		
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	Mail Drop D143-02				
	109 TW Alexander Drive	İ			
	Durham NC 27711				
	Period of Performance: 02/21/2013 to 09/30/2014				
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AMENDMENT OF SOLICITATION/MODIFIC	ATION OF CONTRACT	<del></del>	1. CONTRACT ID CODE		Į	OF PAGES
2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. RE	    QUISITION/PURCHASE RE	Q. NO.	5. PROJECT N	2  O. (If applicable)
005	09/10/2014					
6. ISSUED BY CODE	HPOD	7. AD	MINISTERED BY (If other to	han Item 6)	CODE	
HPOD					L	· · · · · · · · · · · · · · · · · · ·
US Environmental Protection	Agency					
Headquarters Procurement Ope		}				
Ariel Rios Building						
1200 Pennsylvania Avenue, NW						
Washington DC 20460						
8. NAME AND ADDRESS OF CONTRACTOR (No., street	, county, State and ZIP Code)	(x) 9/	A. AMENDMENT OF SOLIC	TATION NO.		
EASTERN RESEARCH GROUP INC						
Attn: NA		96	B. DATED (SEE ITEM 11)			
10 HARTWELL AVENUE			,			
Lexington MA 02421						
		x  10	A. MODIFICATION OF COI P-W-10-019	NTRACT/ORDER NO	0.	
			013			
			B. DATED (SEE ITEM 13)			· · · · · · · · · · · · · · · · · · ·
CODE 112947395	FACILITY CODE		02/21/2013			
11234/333	1					
The above numbered solicitation is amended as set fo	11. THIS ITEM ONLY APPLIES				ıded, ∏is not	andondo d
virtue of this amendment you desire to change an offe to the solicitation and this amendment, and is received 12. ACCOUNTING AND APPROPRIATION DATA (If req See Schedule	d prior to the opening hour and date	specified.				
13. THIS ITEM ONLY APPLIES TO M	ODIFICATION OF CONTRACTS/OF	RDERS. IT N	IODIFIES THE CONTRACT/	ORDER NO. AS DES	SCRIBED IN ITE	M 14.
CHECK ONE A. THIS CHANGE ORDER IS ISSUED FORDER NO. IN ITEM 10A.	PURSUANT TO: (Specify authority)	THE CHAN	GES SET FORTH IN ITEM	14 ARE MADE IN TH	HE CONTRACT	
B. THE ABOVE NUMBERED CONTRAC appropriation date, etc.) SET FORTH	CT/ORDER IS MODIFIED TO REFL 1 IN ITEM 14, PURSUANT TO THE	ECT THE A	DMINISTRATIVE CHANGE Y OF FAR 43.103(b).	S (such as changes i	in paying office,	
C. THIS SUPPLEMENTAL AGREEMEN	T IS ENTERED INTO PURSUANT	TO AUTHOR	RITY OF:			
D. OTHER (Specify type of modification	and authority)					
S. OTTEN (Speed) type of meanineason	and danomy)					
F IMPORTANT: Contractor Vi	is required to sign this docume	ent and return	0	copies to the issuing	ı office	·
E. IMPORTANT: Contractor X is not.						
14. DESCRIPTION OF AMENDMENT/MODIFICATION DUNS Number: 112947395	Organized by OCF section heading	gs, incluaing	solicitation/contract subject	maπer where reasio	ne.)	
	anas to 21 Dagamba	am 2014	aantingant i	man auara	ian of t	h o
Extend the period of perform	ance to 31 Decembe	er 2014	, contingent (	ipon exerc.	ise of C	iie
option year.						
COR: Felicia Ruiz 202-34						
Alt COR: Jayne Somers 202-34	3-9896					
CO: Margaret Kline						
ropo: FELICIA RUIZ						
Continued						
Except as provided herein, all terms and conditions of the	e document referenced in Item 9A	or 10A, as he	eretofore changed, remains	unchanged and in fu	Il force and effe	ct.
15A. NAME AND TITLE OF SIGNER (Type or print)	711		NAME AND TITLE OF CO			
· · · · /						
			rgaret Kline			
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNE	ED 1(	Mangaret S. H	lene 5	LECTRONIC	00 /10 /2014
(Signature of person authorized to sign)		. *		e Taranga yan	SIGNATURE	09/10/2014

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REFERENCE NO. OF DOCUMENT BEING CONTINUED EP-W-10-019/0013/005

PAGE 2

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NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP INC

MINO. A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	(D)	UNIT PRICE (E)	AMOUNT (F)
	Payment:		$\vdash \vdash$		· '
	RTP Finance Center				
	US Environmental Protection Agency				
	RTP-Finance Center				
	Mail Drop D143-02				
	109 TW Alexander Drive				
	Durham NC 27711	1	[		
	Period of Performance: 02/21/2013 to 12/31/2014				
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ORDER FOR SUPPLIES OR SERVICES									PAGE	OF PAGES			
IMPORTANT:	Mark all r	packages and papers with				<u> </u>				1	2	2	
1. DATE OF OR	DER	2. CONTRACT NO. (If any)							6. SHIP TO:				
07/03/20	[]	EP-W-10-019				a. NAME (	OF CO	NSIGNEE					
3. ORDER NO. 0014			4. REQUIS		EFERENCE NO.	OAR/O	AP/O	CCD					
HPOD US Envir	onment	ss correspondence to) cal Protection a				b.STREET ADDRESS US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code: 62107J							
Ariel Ri	os Bui insylva	lding ania Avenue, NW	1401011			OAP/CCD  c. CITY  Washington  d. STATE e. ZIP C DC 2046						Æ	
7. TO: NA						f. SHIP VIA							
a. NAME OF CO EASTERN		R RCH GROUP INC						8. TYI	PE OF ORDER	***			
b. COMPANY N	b. COMPANY NAME						RCHAS	SE		X b. DELIVER	RY		
c.STREET ADDRESS 110 HARTWELL AVENUE						REFERENCE YOUR:  Except for bi reverse, this to instruction only of this form only of this form only of this form.					g instructions or livery order is su contained on this and is issued erms and conditi ambered contrac	ubject s side ions	
d. CITY Lexington  e. STATE f. ZIP CODE MA 02421						this order	and on	pecified on both sides of the attached sheet, if any as indicated.	y.				
9. ACCOUNTING	ROPRIATION DATA		10. REQU		NING OFFICE								
11. BUSINESS CLASSIFICATION (Check appropriate box(es))  a. SMALL  b. OTHER THAN SMALL c. DISADVANTAGED d. 1					S (WOSB)	MEN-OWNED		e. HUBZone		12.F.O.B.P Destina			
		13. PLACE OF			14. GOVERNMENT B/L N	NO. 15. DELIVER TO F.O.B. PO ON OR BEFORE ( <i>Date</i> )				16. DISCO	OUNT TERMS		
a. INSPECTION Destinat		b. ACCEPTANCE Destinati									·		
					17. SCHEDULE (See	reverse for	Reject	tions)	1				
ITEM NO. (a)		SUPPLIES	OR SERVIC	ES		QUANTITY ORDERED (c)		UNIT PRICE (e)	AMOI (f)		QUAN ACCE ()		
	The to "Analy \$103,6	Jumber: 112947.  Stal estimated of the state and Outread 187.00 for 613.  Stallowing tasks and outread 1887.00 for 613.	cost o ch Supp 3 labo	port r hou	for CMOP" is rs.								
	18. SHIPF	PING POINT			19. GROSS SHIPPING V	VEIGHT	<b></b>	20. INVOICE NO.		···		17(h) TOTAL (Cont.	
				2.	1. MAIL INVOICE TO:			<u> </u>				pages)	
	a. NAME  RTP Finance Center								\$0.00				
SEE BILLING INSTRUCTIONS ON REVERSE						on Agency			6102	607.00		17(i) GRAND TOTAL	
	c. CITY	rham				d. STA		e. ZIP CODE 27711	\$103,	687.00		1	
22. UNITED AMERIC	STATES OF	<b>L</b>						23. NAME (Typed)  Margaret K  TITLE: CONTRACTING		FICER			

DATE OF ORDER CONTRACT NO. 07/03/2013 EP-W-10-019

ORDER NO. 0014

Awarded: Task 1, Subtask 1a; Task 2 for four (4) deliverables, Subtask 4a; Task 5 (Subtasks a and c) and Task 6 for two (2) deliverables.  \$50,130 is obligated leaving \$53,557 to fully fund the task order through its completion date of July 2, 2014, contingent upon exercise of the option year.  COR: Jayne Somers 202-343-9895 Alt COR: Falicia Rair 202-343-9129 CO: Margaret Kline 202-564-4238 TOPO: JAYNE SOMERS Admin Office:  HPOD US Environmental Protection Agency Headquarters Procurement Operations Arriel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460 Accounting Info: 13-14-8-59F4-101A46-25051359FC3661-001 BFY: 13 EFY: 14 Fund: B Budget Org: 58F4 Program (PRC): 101A46 Budget (BOC): 2505 DCN - Line ID: 1358FC3661-001 Period of Performance: 07/03/2013 to 07/02/2014  D001 Task Order Ceiling and Funding The obligated amount of award: \$50,130.00. The total for this award is shown in box 17(1).	M NO.	SUPPLIES/SERVICES	QUANTITY ORDERED		UNIT PRICE	AMOUNT	QUANTITY ACCEPTED
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SCHEDULE - CONTINUATION IMPORTANT: Mark all packages and papers with contract and/or order numbers. DATE OF ORDER CONTRACT NO ORDER NO. 0015 EP-W-10-019 02/19/2014 ITEM NO. QUANTITY UNIT UNIT **AMOUNT** QUANTITY SUPPLIES/SERVICES PRICE **ACCEPTED** ORDERED (f) (a) (c) (e) (g) of \$50,000 is obligated leaving \$146,733 needed to fully fund this task order through its completion date of 28 February 2015. Awarded Tasks Task 1, Subtask 1c (\$54,491 for 170 Labor Task 2, Subtask 2c; (\$112,611 for 580 Labor Hours); Task 6, (\$29,631 for 280 Labor Hours) Statement of Work Task 1: Targeted Outreach and Logistical Support for the GMI Coal Subcommittee and Other Related Stakeholder Activities Under this Task, the Contractor shall provide outreach and logistical support for the GMI Coal Subcommittee and other stakeholder activities, which include the following: Subtask 1c (\$54,491 and 170 LOE): Targeted Outreach and Logistical Support for the GMI Coal Subcommittee and Related Stakeholder Activities in India, Kazakhstan, Russia, Turkey, and China. The contractor shall provide targeted outreach and logistical support for GMI Coal Subcommittee and other stakeholder activities in India, Kazakhstan, Russia, Turkey, and China. EPA anticipates up to four (4) person-trips under this subtask. Specifically, this may include: 1. Providing logistical and outreach support for GMI Coal Subcommittee stakeholder sessions or other activities. This support may include helping to develop a detailed agenda, including contacting potential speakers, or developing presentations or materials for the agenda. Continued ...

SCHEDULE - CONTINUATION IMPORTANT: Mark all packages and papers with contract and/or order numbers. DATE OF ORDER CONTRACT NO. ORDER NO. 0015 EP-W-10-019 02/19/2014 QUANTITY UNIT AMOUNT QUANTITY ITEM NO. SUPPLIES/SERVICES UNIT ACCEPTED ORDERED PRICE (e) (g) (c) The contractor shall actively participate in the GMI coal sector stakeholder sessions or other participatory activities as requested, per written technical direction from the TOPO. For planning purposes, Contractor should assume providing support for developing up to one (1) agenda, developing up to two (2) presentations, and taking up to two (2) person-trips. 2. Providing travel support for delegates to participate in critical, GMI Coal Subcommittee stakeholder sessions, or other activities. The Contractor may also be requested to facilitate travel arrangements and provide travel support for delegates

3. Providing translation of key documents or work products. The contractor may be requested to provide assistance in facilitating the translation of documents developed through the GMI. This might include the translation of pre-feasibility study executive summary statements, fact sheets, and/or presentations from English to the host-country language. For planning purposes, Contractor should assume translating up to two (2) documents.

from developing countries or countries with economies in transition to participate in critical GMI Coal Subcommittee stakeholder sessions or other activities. For planning

providing travel support for up to two (2)

purposes, Contractor should assume

delegates.

Task 2: Targeted Support to Promote CMM Project Development in GMI Partner Countries

Under this task, per written technical direction from the TOPO, the Contractor shall provide technical, analytic, and capacity-building support to promote CMM project development in CMOP international priority Partner countries, as specified in each subtask. As new partner countries Continued ...

DATE OF ORDER | CONTRACT NO.

ORDER NO. 0015

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M NO.	SUPPLIES/SERVICES	QUANTITY ORDERED	UNIT	UNIT PRICE	AMOUNT	QUANTITY ACCEPTE
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	join the GMI during the period of					
	performance and/or additional countries are	1				
	deemed as potential recipients for CMOP			:		
	assistance, the Contractor shall provide					1
	support to the TOPO to promote CMM project				1	
	development in these Partner countries.					
	EPA anticipates no more than 30 hours under					i
	each subtask, for support to other	ŀ				
	countries not listed under each subtask					}
	(i.e. "non-priority" countries).					
	For each deliverable under this Task, the					
	Contractor shall prepare a draft		1			
	deliverable following receipt of a					
	Technical Direction (TD) from the TOPO.					
	The contractor shall incorporate TOPO					İ
	comments into the deliverables, perform					1
	additional information gathering as					Ì
	required, and submit a final deliverable to	}				Ì
	the TOPO.					
	Targeted Support to Promote CMM Project		l			
	Development in India, Kazakhstan, Russia,					
	Turkey and China.					}
	The contractor shall provide the following support to the TOPO to further promote CMM project development in India, Kazakhstan, Russia, Turkey, and China. EPA anticipates up to three (3) person-trips under this subtask.					
	1. Technical support for project development. The Contractor shall provide		1			
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DATE OF ORDER CONTRACT NO. ORDER NO. 0015 EP-W-10-019 02/19/2014 QUANTITY ITEM NO. SUPPLIES/SERVICES QUANTITY UNIT UNIT AMOUNT ORDERED PRICE ACCEPTED (c) (e) (f) (g) (a) (b) 4. QA/QC of Project Information in the International GMI Customer Relationship Management (CRM) System. Under this Subtask, the Contractor will be asked to OA/OC CRM project information in India, Kazakhstan, Russia, Turkey, and China. For planning purposes, Contractor should assume quarterly reviews and updates, per technical direction by TOPO. Task 6 (\$29,631 for 280 LOE): Targeted Revision and Updates to the GMI Coal Mine Methane Projects Database and the GMI Customer Relationship Management (CRM) System Coal Sector Information The GMI Coal Mine Methane (CMM) Projects Database is designed to serve as the comprehensive repository of data and information on all CMM recovery and use projects in operation and development around the world. Project developers, technology vendors, investors, and other interested parties can use the database to come up to speed on the CMM sectors of several countries and to decide where and how to channel project resources. This database is also designed to provide a platform for the transfer of lessons learned from those involved in existing projects to those interested in developing future projects. The database is located at: http://www2.ergweb.com/cmm/index.aspx. The CMM Projects Database was originally developed by CMOP, at the request of the Coal Subcommittee. In order to maintain this tool's accuracy and breadth, the database allows for anyone with project knowledge to create an account and submit a project. This project information is then reviewed and accepted by the Contractor and becomes a new or updated record within the database. Continued ... \$0.00 TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

DATE OF ORDER CONTRACT NO. ORDER NO. EP-W-10-019 0015 02/19/2014 QUANTITY UNIT ITEM NO. SUPPLIES/SERVICES UNIT **AMOUNT** QUANTITY ORDERED PRICE ACCEPTED (f) (a) (g) (c) (e) To the best of their ability, the Contractor, in coordination with the TOPO, will review new and updated entries in the database, and will approve, reject, or attempt to clarify new/updated project information on a quarterly basis, or more frequently, per written technical direction from TOPO. These quarterly updates will first be presented to the TOPO in the form of a memorandum and will be entered into the database following TOPO approval. 2. This Subtask includes a thorough QA/QC of the existing 200+ entries currently in the database, to review their thoroughness and accuracy of information, as possible, based on publically available information. All updates and suggested revisions are to be presented to TOPO in advance, in the form of a memorandum, for TOPO approval. Approved updates will be entered into the public database. Any changes made to the public database will then be changed within the EPA;s Customer Relationship Management (CRM) System. The Customer Relationship Management (CRM) System is a Salesforce tool (www.salesforce.com) that EPA uses for internal tracking of GMI program activities and accomplishments. In the coal sector, project information found in the CMM Projects Database was imported into the CRM, when the CRM was originally created. 3. This Subtask requires Contractor to develop a system that ensures all updates made to the CMM Project Database are made to the coal sector project information in the CRM, and vice versa. This may require updates to the CMM Project Database, such as adding new data fields or setting up a system of checks and balances to ensure project information submitted is traceable and that it is subsequently entered, as appropriate, into the CRM. Continued ... TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H)) \$0.00

IMPORTANT: Mark all packages and papers with contract and/or order numbers. DATE OF ORDER CONTRACT NO. ORDER NO. 0015 EP-W-10-019 02/19/2014 ITEM NO. SUPPLIES/SERVICES QUANTITY UNIT UNIT **AMOUNT** QUANTITY ACCEPTED PRICE ORDERED **(f)** (g) (a) (c) (e) TOPO: FELICIA RUIZ Admin Office: HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460 Accounting Info: 13-14-BR-58F0X15-101A46-2505---1458FC4612-00 1 BFY: 13 EFY: 14 Fund: BR Budget Org: 58F0X15 Program (PRC): 101A46 Budget (BOC): 2505 DCN - Line ID: 1458FC4612-001 Period of Performance: 02/19/2014 to 02/28/2015 0001 Task Order Ceiling and Funding Awarded: Task 1, Subtask 1c; Task 2, Subtask 2c; and Task 6. Contract: #EP-W-10-019 \$196,733 / 1030 hours The obligated amount of award: \$50,000.00. The total for this award is shown in box 17(i).

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## **SCHEDULE - CONTINUATION**

IMPORTANT: Mark all packages and papers with contract and/or order numbers. DATE OF ORDER CONTRACT NO. ORDER NO. EP-W-10-019 0015 02/19/2014 ITEM NO. SUPPLIES/SERVICES QUANTITY UNIT UNIT AMOUNT QUANTITY ORDERED PRICE ACCEPTED (a) (c) (e) (a) of \$50,000 is obligated leaving \$146,733 needed to fully fund this task order through its completion date of 28 February 2015. Awarded Tasks Task 1, Subtask 1c (\$54,491 for 170 Labor Task 2, Subtask 2c; (\$112,611 for 580 Labor Hours); Task 6, (\$29,631 for 280 Labor Hours) Statement of Work Task 1: Targeted Outreach and Logistical Support for the GMI Coal Subcommittee and Other Related Stakeholder Activities Under this Task, the Contractor shall provide outreach and logistical support for the GMI Coal Subcommittee and other stakeholder activities, which include the following: Subtask 1c (\$54,491 and 170 LOE): Targeted Outreach and Logistical Support for the GMI Coal Subcommittee and Related Stakeholder Activities in India, Kazakhstan, Russia, Turkey, and China. The contractor shall provide targeted outreach and logistical support for GMI Coal Subcommittee and other stakeholder activities in India, Kazakhstan, Russia, Turkey, and China. EPA anticipates up to four (4) person-trips under this subtask. Specifically, this may include: 1. Providing logistical and outreach support for GMI Coal Subcommittee stakeholder sessions or other activities. This support may include helping to develop a detailed agenda, including contacting potential speakers, or developing presentations or materials for the agenda. Continued ... \$0.00 TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

DATE OF ORDER CONTRACT NO. ORDER NO. EP-W-10-019 0015 02/19/2014 QUANTITY UNIT QUANTITY ITEM NO. AMOUNT SUPPLIES/SERVICES UNIT ACCEPTED ORDERED PRICE (e) (g) The contractor shall actively participate in the GMI coal sector stakeholder sessions or other participatory activities as requested, per written technical direction from the TOPO. For planning purposes, Contractor should assume providing support for developing up to one (1) agenda, developing up to two (2) presentations, and taking up to two (2) person-trips. Providing travel support for delegates to participate in critical, GMI Coal Subcommittee stakeholder sessions, or other activities. The Contractor may also be requested to facilitate travel arrangements and provide travel support for delegates from developing countries or countries with economies in transition to participate in critical GMI Coal Subcommittee stakeholder sessions or other activities. For planning purposes, Contractor should assume providing travel support for up to two (2) delegates. 3. Providing translation of key documents or work products. The contractor may be requested to provide assistance in facilitating the translation of documents developed through the GMI. This might include the translation of pre-feasibility study executive summary statements, fact sheets, and/or presentations from English to the host-country language. For planning purposes, Contractor should assume translating up to two (2) documents. Task 2: Targeted Support to Promote CMM Project Development in GMI Partner Countries Under this task, per written technical direction from the TOPO, the Contractor shall provide technical, analytic, and capacity-building support to promote CMM project development in CMOP international priority Partner countries, as specified in each subtask. As new partner countries Continued ... \$0.00 TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

DATE OF ORDER CONTRACT NO ORDER NO. EP-W-10-019 0015 02/19/2014 ITEM NO. SUPPLIES/SERVICES QUANTITY UNIT UNIT **AMOUNT** QUANTITY ORDERED PRICE ACCEPTED (a) (c) (f) (g) (e) join the GMI during the period of performance and/or additional countries are deemed as potential recipients for CMOP assistance, the Contractor shall provide support to the TOPO to promote CMM project development in these Partner countries. EPA anticipates no more than 30 hours under each subtask, for support to other countries not listed under each subtask (i.e. "non-priority" countries). For each deliverable under this Task, the Contractor shall prepare a draft deliverable following receipt of a Technical Direction (TD) from the TOPO. The contractor shall incorporate TOPO comments into the deliverables, perform additional information gathering as required, and submit a final deliverable to the TOPO. Subtask 2c (\$112,611 for 580 LOE): Targeted Support to Promote CMM Project Development in India, Kazakhstan, Russia, Turkey and China. The contractor shall provide the following support to the TOPO to further promote CMM project development in India, Kazakhstan, Russia, Turkey, and China. EPA anticipates up to three (3) person-trips under this subtask. Technical support for project development. The Contractor shall provide technical support for in-country CMM project development ; such as project identification data-gathering, market updates, and other targeted, technical assistance. For planning purposes, Contractor should assume providing technical support for the development and/or review of up to two (2) technical documents. 2. Capacity building. EPA may request Continued ... TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H)) \$0.00

DATE OF ORDER CONTRACT NO. ORDER NO. EP-W-10-019 0015 02/19/2014 ITEM NO. SUPPLIES/SERVICES **QUANTITY UNIT** UNIT AMOUNT QUANTITY ACCEPTED ORDERED PRICE (d) (a) (b) (c) (e) (f) (g) assistance with organizing and conducting in-country technical training, study tours, technical information sessions, or other outreach activities. Under this Subtask, the contractor shall provide assistance in developing outreach and training support within/for the countries included under this subtask. EPA may request the contractor to assist foreign governments or other entities with activities such as data collection and site visits. This support may include preparation for, development of, and implementation of a technical training session for appropriate audiences to promote CMM project development in that country. This might include technical and logistical support foreign entities that need assistance with CMM data collection and project development. EPA will also request Contractor to keep the TOPO informed about project development opportunities and new projects in the countries listed under this subtask. For planning purposes, Contractor should assume providing outreach and training support for up to three (3) technical information sessions in such countries as India, Kazakhstan, and Russia. Total estimated travel under Capacity Building is up to three (3) person trips. Contractor should also plan for an additional LOE of up to 40 hours of capacity building assistance and information sharing during the period of performance. 3. Technical support for or review of the activities of recipients of US EPA grants or cooperative agreements. Under this Subtask, the contractor shall provide technical and analytical support for grantees with specific technical assistance needs, in the countries included under this subtask. For planning purposes, Contractor should assume providing technical support for and reviewing up to two (2) documents. Continued ... \$0.00 TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

SCHEDULE - CONTINUATION IMPORTANT: Mark all packages and papers with contract and/or order numbers. DATE OF ORDER CONTRACT NO. ORDER NO. EP-W-10-019 0015 02/19/2014 QUANTITY ITEM NO. SUPPLIES/SERVICES QUANTITY UNIT LINIT AMOUNT ACCEPTED PRICE ORDERED (d) (e) (g) (c) 4. QA/QC of Project Information in the International GMI Customer Relationship Management (CRM) System. Under this Subtask, the Contractor will be asked to QA/QC CRM project information in India, Kazakhstan, Russia, Turkey, and China. For planning purposes, Contractor should assume quarterly reviews and updates, per technical direction by TOPO. Task 6 (\$29,631 for 280 LOE): Targeted Revision and Updates to the GMI Coal Mine Methane Projects Database and the GMI Customer Relationship Management (CRM) System Coal Sector Information The GMI Coal Mine Methane (CMM) Projects Database is designed to serve as the comprehensive repository of data and information on all CMM recovery and use projects in operation and development around the world. Project developers, technology vendors, investors, and other interested parties can use the database to come up to speed on the CMM sectors of several countries and to decide where and how to channel project resources. This database is also designed to provide a platform for the transfer of lessons learned from those involved in existing projects to those interested in developing future projects. The database is located at: http://www2.ergweb.com/cmm/index.aspx. The CMM Projects Database was originally developed by CMOP, at the request of the Coal Subcommittee. In order to maintain this tool's accuracy and breadth, the database allows for anyone with project knowledge to create an account and submit a project. This project information is then reviewed and accepted by the Contractor and becomes a new or updated record within the database. Continued ...

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DATE OF ORDER | CONTRACT NO. | 02/19/2014 | EP-W-10-019

ORDER NO. 0015

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	Period of Performance: 02/19/2014 to 02/28/2015					
001	Task Order Ceiling and Funding Awarded: Task 1, Subtask 1c; Task 2, Subtask 2c; and Task 6. Contract: #EP-W-10-019 \$196,733 / 1030 hours					
	The obligated amount of award: \$50,000.00. The total for this award is shown in box 17(i).					
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SCHEDULE - CONTINUATION IMPORTANT: Mark all packages and papers with contract and/or order numbers. DATE OF ORDER CONTRACT NO. ORDER NO. 0015 EP-W-10-019 02/19/2014 ITEM NO. SUPPLIES/SERVICES QUANTITY UNIT UNIT **AMOUNT** OUANTITY ACCEPTED ORDERED PRICE (a) (e) (g) (c) of \$50,000 is obligated leaving \$146,733 needed to fully fund this task order through its completion date of 28 February 2015. Awarded Tasks Task 1, Subtask 1c (\$54,491 for 170 Labor Hours); Task 2, Subtask 2c; (\$112,611 for 580 Labor Hours); Task 6, (\$29,631 for 280 Labor Hours) Statement of Work Task 1: Targeted Outreach and Logistical Support for the GMI Coal Subcommittee and Other Related Stakeholder Activities Under this Task, the Contractor shall provide outreach and logistical support for the GMI Coal Subcommittee and other stakeholder activities, which include the following: Subtask 1c (\$54,491 and 170 LOE): Targeted Outreach and Logistical Support for the GMI Coal Subcommittee and Related Stakeholder Activities in India, Kazakhstan, Russia, Turkey, and China. The contractor shall provide targeted outreach and logistical support for GMI Coal Subcommittee and other stakeholder activities in India, Kazakhstan, Russia, Turkey, and China. EPA anticipates up to four (4) person-trips under this subtask. Specifically, this may include: 1. Providing logistical and outreach support for GMI Coal Subcommittee stakeholder sessions or other activities. This support may include helping to develop a detailed agenda, including contacting potential speakers, or developing presentations or materials for the agenda. Continued ...

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

**SCHEDULE - CONTINUATION** IMPORTANT: Mark all packages and papers with contract and/or order numbers. DATE OF ORDER CONTRACT NO. ORDER NO. EP-W-10-019 0015 02/19/2014 ITEM NO. QUANTITY UNIT LINIT **AMOUNT** QUANTITY SUPPLIES/SERVICES ACCEPTED PRICE ORDERED (a) (c) (d) (e) (a) The contractor shall actively participate in the GMI coal sector stakeholder sessions or other participatory activities as requested, per written technical direction from the TOPO. For planning purposes, Contractor should assume providing support for developing up to one (1) agenda, developing up to two (2) presentations, and taking up to two (2) person-trips. 2. Providing travel support for delegates to participate in critical, GMI Coal Subcommittee stakeholder sessions, or other activities. The Contractor may also be requested to facilitate travel arrangements and provide travel support for delegates from developing countries or countries with economies in transition to participate in critical GMI Coal Subcommittee stakeholder sessions or other activities. For planning purposes, Contractor should assume providing travel support for up to two (2) delegates. 3. Providing translation of key documents or work products. The contractor may be requested to provide assistance in facilitating the translation of documents developed through the GMI. This might include the translation of pre-feasibility study executive summary statements, fact sheets, and/or presentations from English to the host-country language. For planning purposes, Contractor should assume translating up to two (2) documents. Task 2: Targeted Support to Promote CMM Project Development in GMI Partner Countries Under this task, per written technical direction from the TOPO, the Contractor shall provide technical, analytic, and capacity-building support to promote CMM project development in CMOP international priority Partner countries, as specified in

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

each subtask. As new partner countries

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IMPORTANT: Mark all packages and papers with contract and/or order numbers. DATE OF ORDER CONTRACT NO. ORDER NO. EP-W-10-019 0015 02/19/2014 ITEM NO. SUPPLIES/SERVICES QUANTITY UNIT UNIT AMOUNT QUANTITY ORDERED PRICE ACCEPTED (g) (a) (e) join the GMI during the period of performance and/or additional countries are deemed as potential recipients for CMOP assistance, the Contractor shall provide support to the TOPO to promote CMM project development in these Partner countries. EPA anticipates no more than 30 hours under each subtask, for support to other countries not listed under each subtask (i.e. "non-priority" countries). For each deliverable under this Task, the Contractor shall prepare a draft deliverable following receipt of a Technical Direction (TD) from the TOPO. The contractor shall incorporate TOPO comments into the deliverables, perform additional information gathering as required, and submit a final deliverable to the TOPO. Subtask 2c (\$112,611 for 580 LOE): Targeted Support to Promote CMM Project Development in India, Kazakhstan, Russia, Turkey and China. The contractor shall provide the following support to the TOPO to further promote CMM project development in India, Kazakhstan, Russia, Turkey, and China. EPA anticipates up to three (3) person-trips under this subtask. 1. Technical support for project development. The Contractor shall provide technical support for in-country CMM project development; such as project identification data-gathering, market updates, and other targeted, technical assistance. For planning purposes, Contractor should assume providing technical support for the development and/or review of up to two (2) technical documents. 2. Capacity building. EPA may request Continued ...

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**SCHEDULE - CONTINUATION** IMPORTANT: Mark all packages and papers with contract and/or order numbers. CONTRACT NO. ORDER NO. DATE OF ORDER 0015 EP-W-10-019 02/19/2014 QUANTITY ITEM NO. SUPPLIES/SERVICES QUANTITY **AMOUNT** ACCEPTED ORDERED PRICE (e) (a) (c) assistance with organizing and conducting in-country technical training, study tours, technical information sessions, or other outreach activities. Under this Subtask, the contractor shall provide assistance in developing outreach and training support within/for the countries included under this subtask. EPA may request the contractor to assist foreign governments or other entities with activities such as data collection and site visits. This support may include preparation for, development of, and implementation of a technical training session for appropriate audiences to promote CMM project development in that country. This might include technical and logistical support foreign entities that need assistance with CMM data collection and project development. EPA will also request Contractor to keep the TOPO informed about project development opportunities and new projects in the countries listed under this subtask. For planning purposes, Contractor should assume providing outreach and training support for up to three (3) technical information sessions in such countries as India, Kazakhstan, and Russia. Total estimated travel under Capacity Building is up to three (3) person trips. Contractor should also plan for an additional LOE of up to 40 hours of capacity building assistance and information sharing during the period of performance. 3. Technical support for or review of the activities of recipients of US EPA grants or cooperative agreements. Under this Subtask, the contractor shall provide technical and analytical support for grantees with specific technical assistance needs, in the countries included under this subtask. For planning purposes, Contractor should assume providing technical support for and reviewing up to two (2) documents. Continued ...

DATE OF ORDER CONTRACT NO. ORDER NO. 0015 EP-W-10-019 02/19/2014 QUANTITY ITEM NO. SUPPLIES/SERVICES QUANTITY UNIT UNIT **AMOUNT** ORDERED PRICE ACCEPTED (b) (c) (e) (g) 4. QA/QC of Project Information in the International GMI Customer Relationship Management (CRM) System. Under this Subtask, the Contractor will be asked to QA/QC CRM project information in India, Kazakhstan, Russia, Turkey, and China. For planning purposes, Contractor should assume quarterly reviews and updates, per technical direction by TOPO. Task 6 (\$29,631 for 280 LOE): Targeted Revision and Updates to the GMI Coal Mine Methane Projects Database and the GMI Customer Relationship Management (CRM) System Coal Sector Information The GMI Coal Mine Methane (CMM) Projects Database is designed to serve as the comprehensive repository of data and information on all CMM recovery and use projects in operation and development around the world. Project developers, technology vendors, investors, and other interested parties can use the database to come up to speed on the CMM sectors of several countries and to decide where and how to channel project resources. This database is also designed to provide a platform for the transfer of lessons learned from those involved in existing projects to those interested in developing future projects. The database is located at: http://www2.ergweb.com/cmm/index.aspx. The CMM Projects Database was originally developed by CMOP, at the request of the Coal Subcommittee. In order to maintain this tool's accuracy and breadth, the database allows for anyone with project knowledge to create an account and submit a project. This project information is then reviewed and accepted by the Contractor and becomes a new or updated record within the database. Continued ... \$0.00 TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

**SCHEDULE - CONTINUATION** IMPORTANT: Mark all packages and papers with contract and/or order numbers. DATE OF ORDER CONTRACT NO. ORDER NO. EP-W-10-019 0015 02/19/2014 ITEM NO. SUPPLIES/SERVICES QUANTITY **AMOUNT** QUANTITY ACCEPTED ORDERED PRICE (a) (c) (e) (g) To the best of their ability, the Contractor, in coordination with the TOPO, will review new and updated entries in the database, and will approve, reject, or attempt to clarify new/updated project information on a quarterly basis, or more frequently, per written technical direction from TOPO. These quarterly updates will first be presented to the TOPO in the form of a memorandum and will be entered into the database following TOPO approval. 2. This Subtask includes a thorough QA/QC of the existing 200+ entries currently in the database, to review their thoroughness and accuracy of information, as possible, based on publically available information. All updates and suggested revisions are to be presented to TOPO in advance, in the form of a memorandum, for TOPO approval. Approved updates will be entered into the public database. Any changes made to the public database will then be changed within the EPA;s Customer Relationship Management (CRM) System. The Customer Relationship Management (CRM) System is a Salesforce tool (www.salesforce.com) that EPA uses for internal tracking of GMI program activities and accomplishments. In the coal sector, project information found in the CMM Projects Database was imported into the CRM, when the CRM was originally created. 3. This Subtask requires Contractor to develop a system that ensures all updates made to the CMM Project Database are made to the coal sector project information in the CRM, and vice versa. This may require updates to the CMM Project Database, such as adding new data fields or setting up a system of checks and balances to ensure project information submitted is traceable and that it is subsequently entered, as appropriate, into the CRM. Continued ...

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**SCHEDULE - CONTINUATION** IMPORTANT: Mark all packages and papers with contract and/or order numbers. DATE OF ORDER CONTRACT NO. ORDER NO. 0015 EP-W-10-019 02/19/2014 ITEM NO. SUPPLIES/SERVICES QUANTITY UNIT UNIT AMOUNT QUANTITY ORDERED PRICE ACCEPTED (d) (c) (e) (f) (g) (a) TOPO: FELICIA RUIZ Admin Office: HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460 Accounting Info: 13-14-BR-58F0X15-101A46-2505---1458FC4612-00 1 BFY: 13 EFY: 14 Fund: BR Budget Org: 58F0X15 Program (PRC): 101A46 Budget (BOC): 2505 DCN - Line ID: 1458FC4612-001 Period of Performance: 02/19/2014 to 02/28/2015 0001 Task Order Ceiling and Funding Awarded: Task 1, Subtask 1c; Task 2, Subtask 2c; and Task 6. Contract: #EP-W-10-019 \$196,733 / 1030 hours The obligated amount of award: \$50,000.00.

The obligated amount of award: \$50,000.00. The total for this award is shown in box 17(i).

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IMPORTANT: Mark all packages and papers with contract and/or order numbers. DATE OF ORDER CONTRACT NO. ORDER NO. 0016 EP-W-10-019 04/24/2014 QUANTITY ITEM NO. SUPPLIES/SERVICES QUANTITYIUNII UNIT AMOUNT ACCEPTED ORDERED PRICE (d) (f) (g) (a) (c) (e) funded through its completion date of 30 April 2015. COR: Felicia Ruiz 202-343-9129 Alt COR: Jayne Somers 202-343-9896 CO: Margaret Kline STATEMENT OF WORK: Program Management I. BACKGROUND The U.S. EPA Coalbed Methane Outreach Program works with coal mines in the U.S. and internationally to encourage the economic use of the coal mine methane (CMM) gas that is otherwise vented to the atmosphere. This contract will support the Coalbed Methane Outreach Program in its efforts to reduce CMM emissions. The contract includes a provision to award task orders to provide maintenance of monthly progress reports and to support on-call program management and open lines of communication. Activities listed in this task order are not duplicative with activities under other coal mine methane program task orders. II. OBJECTIVE The objective of this task order is to maintain a monthly progress report and support an on-call Program Manager and open lines of communication. III. SCOPE The work outlined under this task order is consistent with contract clauses B. 4 (Program Management), F. 3 (Monthly Progress Report), and F. 4 (Working Files). IV. TASK DESCRIPTIONS Continued ...

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IMPORTANT: Mark all packages and papers with contract and/or order numbers. DATE OF ORDER CONTRACT NO. ORDER NO. 0016 EP-W-10-019 04/24/2014 ITEM NO. QUANTITY UNIT UNIT **AMOUNT** QUANTITY SUPPLIES/SERVICES ACCEPTED ORDERED PRICE (a) This task order has one (1) task with two (2) subtasks, listed and described below: Task 1: Program Management Subtask 1: Maintenance of Monthly Progress Report and Working Files Instructions for completion of the monthly progress report are referenced in Section F. 3, Monthly Progress Report. Instructions for completion of working files are references in Section F. 4, Working Files. Subtask 2: Maintaining Lines of Communication At the request of either the Government or the Contractor, meetings shall be held to discuss the overall progress on the contract. These discussions shall normally be conducted via conference call. However, the Government reserves the right to hold some meetings in Washington, D.C. The contractor shall maintain the capability to respond to requests for information from the Government concerning issues of contract management, including overall progress on the contract, trouble shooting, and other contract-level issues. General issues will be discussed during the regularly scheduled conference calls, but under certain circumstances, there may be an urgent need to address specific issues or to provide non-routine type information. V. PLACE OF PERFORMANCE The work performed under this Task Order will involve on-site office work, with the possibility of some local travel. TOPO: FELICIA RUIZ Continued ...

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**SCHEDULE - CONTINUATION** IMPORTANT: Mark all packages and papers with contract and/or order numbers. DATE OF ORDER CONTRACT NO. ORDER NO. 0018 EP-W-10-019 07/07/2015 QUANTITY ITEM NO. SUPPLIES/SERVICES QUANTITY UNIT UNIT **AMOUNT** ORDERED PRICE ACCEPTED (g) (a) (c) (e) conditions by reference. The vendor shall perform in accordance with the Attachment A Statement of Work (2 pages) and the accepted proposal dated April 1, 2015 in the amount of \$19,691.00 and 130 labor hours. This is a Time-and-Materials (T&M) task order with a pre-priced total ceiling price of \$19,691.00 which the vendor is not authorized to exceed. The vendor exceeds at its own risk. This order is hereby fully funded. The services of this call order are non-severable. The period of performance of the task order is 07/07/2015 thru 07/06/2016, contingent upon the exercising of FAR clause 52.217-8(NOV 1999): Option to Extend Services. The Contracting Officer's Representative (COR) is Felicia Ruiz and the Alternate COR is Sally Rand. Felicia Ruiz (202) 343-9129 ruiz.felicia@epa.gov Sally Rand (202) 343-9739 rand.sally@epa.gov TOCOR: FELICIA RUIZ Admin Office: HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460 Period of Performance: 07/07/2015 to 09/30/2015 0001 19,691.00 "Program Management for Coalbed Methane Outreach Program (CMOP)" Continued ...

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

AUTHORIZED FOR LOCAL REPODUCTION PREVIOUS EDITION NOT USABLE \$19,691.00

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER | CONTRACT NO. 07/07/2015 | EP-W-10-019

ORDER NO. 0018

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## Coalbed Methane Outreach Program Task Order Contract EP-W-10-019

#### STATEMENT OF WORK:

2015 Program Management for Coalbed Methane Outreach Program

#### I. BACKGROUND

The U.S. EPA Coalbed Methane Outreach Program works with coal mines in the U.S. and internationally to encourage the economic use of the coal mine methane (CMM) gas that is otherwise vented to the atmosphere. This contract will support the Coalbed Methane Outreach Program in its efforts to reduce CMM emissions. The contract includes a provision to award task orders to provide maintenance of monthly progress reports and to support on-call program management and open lines of communication.

The period of performance for this task order is from the date of approval through September 30, 2015. Activities listed in this task order are not duplicative with activities under other coal mine methane program task orders.

#### II. OBJECTIVE

The objective of this task order is to maintain a monthly progress report and support an on-call Program Manager and open lines of communication.

#### III. SCOPE

The work outlined under this task order is consistent with contract clauses B. 4 (Program Management), F. 3 (Monthly Progress Report), and F. 4 (Working Files).

#### IV. TASK DESCRIPTIONS

This task order has one (1) task with two (2) subtasks, listed and described below:

Task 1:Program Management

#### Subtask 1: Maintenance of Monthly Progress Report and Working Files

Instructions for completion of the monthly progress report are referenced in Section F. 3, Monthly Progress Report. Instructions for completion of working files are references in Section F. 4, Working Files.

#### **Subtask 2: Maintaining Lines of Communication**

At the request of either the Government or the Contractor, meetings shall be held to discuss the overall progress on the contract. These discussions shall normally be conducted via conference call. However, the Government reserves the right to hold some meetings in Washington, D.C.

The contractor shall maintain the capability to respond to requests for information from the Government concerning issues of contract management, including overall progress on the contract, trouble shooting, and other contract-level issues. General issues will be discussed during the regularly scheduled conference calls, but under certain circumstances, there may be an urgent need to address specific issues or to provide nonroutine type information.

#### V. PLACE OF PERFORMANCE

The work performed under this Task Order will involve on-site office work, with the possibility of some local travel.

#### VI. PERIOD OF PERFORMANCE

The period of performance for all tasks completed under this Task Order is from the date award to September 30, 2015. Extensions to this period of performance will not be granted except in the case of extenuating circumstances.

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	vided herein, all terms and conditions ND TITLE OF SIGNER <i>(Type or print</i> )		ed in item 9A or 10A		heretofore changed, remains unchanged and in A. NAME AND TITLE OF CONTRACTING OF			
, or a review Al	The of Giorges (Type of print)	<b>,</b>			aye Sas		-c or print	,
16D CONTE	OTOB/OFFEROR	Taec	DATE SIGNED	_			140	C DATE SIGNED
TOB. CONTRA	ACTOR/OFFEROR	150	C. DATE SIGNED	16	B. UNITED STATES OF AMERICA	ELECTRO	MIC	C. DATE SIGNED
				-		SIGNAT	i mattera	7/08/2015
NSN 7540-01-	(Signature of person authorized to sign)				(Signature of Contracting Officer)	CTANDAG	D 500M	30 (REV. 10-83)

NSN 7540-01-152-8070 Previous edition unusable STANDARD FORM 30 (REV. 10-83) Prescribed by GSA FAR (48 CFR) 53.243

		PAGE	OF	
CONTINUATION SHEET	EP-W-10-019/0018/001	2		2

NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP, INC.

TEM NO.	SUPPLIES/SERVICES	QUANTITY		UNIT PRICE	AMOUNT
(A)	(B)	(C)	(D)	(E)	(F)
	Postal Code: 024213136				
•	Country: USA				
	All other terms and conditions remain unchanged.				
	TOCOR: FELICIA RUIZ				
	Payment:				
	RTP Finance Center US Environmental Protection Agency				
	RTP-Finance Center	-			
	Mail Drop D143-02				
	109 TW Alexander Drive				
	Durham NC 27711				
	Period of Performance: 07/07/2015 to 09/30/2015				
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				-	
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AMENDMENT OF SOLICITATION/MODIFIC	ATION OF CONTRACT		1. CONTRACT ID CODE	PAGE	OF PAGES
2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. RE	 QUISITION/PURCHASE REQ. NO.	5. PROJEC	NO. (If applicable)
002	  See Block 16C			İ	
6. ISSUED BY CODE	HPOD	7. AE	OMINISTERED BY (If other than Item 6)	CODE	
unon.	III OD				
HPOD	T				
US Environmental Protection					
Headquarters Procurement Ope	erations				
Ariel Rios Building					
1200 Pennsylvania Avenue, NW Washington DC 20460					
8. NAME AND ADDRESS OF CONTRACTOR (No., stree	t county State and 7/D Code)		A. AMENDMENT OF SOLICITATION NO.		
6. NAME AND ADDRESS OF CONTRACTOR (No., Street	r, county, State and ZIP Code)	(x) (s)	A. AMENDMENT OF SOCIOTATION NO.		
EASTERN RESEARCH GROUP, INC.					
Attn: NA		91	B. DATED (SEE ITEM 11)		
110 HARTWELL AVENUE					
LEXINGTON MA 024213136				-0.110	
		x E	DA. MODIFICATION OF CONTRACT/ORDE P-W-10-019	R NO.	
			018		
		1 1	OB. DATED (SEE ITEM 13)		
CODE	TEACH ITY CODE		,		
CODE 112947395	FACILITY CODE	l l	07/07/2015		
	11. THIS ITEM ONLY APPLIES	TO AMEND	MENTS OF SOLICITATIONS		
The above numbered solicitation is amended as set for		-			not extended.
Offers must acknowledge receipt of this amendment p	•				
Items 8 and 15, and returning co separate letter or telegram which includes a reference	• • •		eceipt of this amendment on each copy of the		
THE PLACE DESIGNATED FOR THE RECEIPT OF					
virtue of this amendment you desire to change an offer	r already submitted, such change m	may be made			-
to the solicitation and this amendment, and is received	·	e specified.		· · · · · · · · · · · · · · · · · · ·	
12. ACCOUNTING AND APPROPRIATION DATA (If red	quired)				
See Schedule	· · · · · · · · · · · · · · · · · · ·				
13. THIS ITEM ONLY APPLIES TO M	ODIFICATION OF CONTRACTS/OF	RDERS. IT N	ODIFIES THE CONTRACT/ORDER NO. AS	DESCRIBED IN	TEM 14.
augus aug					
A. THIS CHANGE ORDER IS ISSUED I	PURSUANT TO: (Specify authority)	THE CHAN	GES SET FORTH IN ITEM 14 ARE MADE	IN THE CONTRA	CT .
B. THE ABOVE NUMBERED CONTRAC	CT/ORDER IS MODIFIED TO REFL	LECT THE A	DMINISTRATIVE CHANGES (such as chan Y OF FAR 43.103(b).	ges in paying offic	ce,
appropriation date, etc.) SET FORT	THATTEM 14, FORSOAINT TO THE	- AUTHORE	1 OF 1 AIX 43, 103(b).		
C. THIS SUPPLEMENTAL AGREEMEN	T IS ENTERED INTO PURSUANT	TO AUTHO	RITY OF:		
x By Mutual Agreement	of the Parties				
D. OTHER (Specify type of modification	and authority)				
, , , , , , , , , , , , , , , , , , , ,	a 24,,				
			1		·····
E. IMPORTANT: Contractor is not,	x is required to sign this documen				
14. DESCRIPTION OF AMENDMENT/MODIFICATION	(Organized by UCF section heading	ıgs, including	solicitation/contract subject matter where fe	easible.)	
DUNS Number: 112947395					
Task Order Title: Program Ma	nagement for Coalk	bed Met	thane Outreach Program	(CMOP)	
The purpose of this modifica	tion is to extend	the pe	eriod of performance o	f the sub	iect task
order from 30 September 2015					
	co do popuember 2	_ 0 _ 0 +	THE COMME COLING AND C		- Cincill
unchanged.					
TOCOR: FELICIA RUIZ					
LIST OF CHANGES:					
Reason for Modification : Su	pplemental Agreeme	ent for	work within scope		
	L-1				
Continued					
Continued					
Except as provided herein, all terms and conditions of the	e document referenced in Item 9A o				
15A. NAME AND TITLE OF SIGNER (Type or print)		16A	NAME AND TITLE OF CONTRACTING O	FFICER (Type or	print)
		Je	ffrey Martin		
45B CONTRACTOR/OFFEROR	I LEO DATE GIONE		UNITED STATES OF AMERICA		16C. DATE SIGNED
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNE	. ■	44	ELECTRONIC	100. DATE SIGNED
		3	Hr D. Monton	BIGNATURE	09/16/2015
(Signature of person authorized to sign)			(Signature of Contracting Officer)		

CONTINUES TION OFFEET		PAGE	OF
CONTINUATION SHEET	EP-W-10-019/0018/002	2	2

NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP, INC

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	4		AMOUNT
(A)	(B)	(C)	(D)	(E)	(F)
	Period Of Performance End Date changed from				
	30-SEP-15 to 30-SEP-16				
		1 .			j
				,	'
	Payment:				
	RTP Finance Center				
	US Environmental Protection Agency				•
	RTP-Finance Center				
	Mail Drop D143-02				
	109 TW Alexander Drive	ļ			
	Durham NC 27711	l			
	Period of Performance: 07/07/2015 to 09/30/2016	ŀ		·	1
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AMENDMENT OF SOLICITATION/MODIFIC	ATION OF CONTRACT	·	1. CONTRACT ID CODE	PAGI	OF PAGES
				1	
2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. RE	QUISITION/PURCHASE REQ. NO.	5. PROJEC	T NO. (If applicable)
003 6. ISSUED BY CODE	See Block 16C	7.0	DMINISTERED BY (If other than Item 6)	CODE	
6. ISSUED BY CODE	HPOD	(. ^.	DWINGSTERED BY (II other than item by		
HPOD	_				4
US Environmental Protection	-				
Headquarters Procurement Ope Ariel Rios Building	rations				
1200 Pennsylvania Avenue, NW					
Washington DC 20460					
8. NAME AND ADDRESS OF CONTRACTOR (No., street	, county, State and ZIP Code)	(x) 9.	A. AMENDMENT OF SOLICITATION NO.		
		147			
EASTERN RESEARCH GROUP, INC.			D. DATED (SEE ITEM 44)		
Attn: NA		9	B. DATED (SEE ITEM 11)		•
110 HARTWELL AVENUE					
LEXINGTON MA 024213136		x 1	OA. MODIFICATION OF CONTRACT/ORDER N	0.	
			SP-W-10-019		
,		-	018 0B. DATED (SEE ITEM 13)		
0005	TEACH ITY CODE			•	
CODE 112947395	FACILITY CODE	_1_1	07/07/2015		
	11. THIS ITEM ONLY APPLIES T	O AMENE	DMENTS OF SOLICITATIONS		
virtue of this amendment you desire to change an offe to the solicitation and this amendment, and is received 12. ACCOUNTING AND APPROPRIATION DATA (If rec See Schedule	prior to the opening hour and date sp		e by telegram or letter, provided each telegram or	r letter make:	s reference
	ODIEICATION OF CONTRACTS/ORF	EDS IT	MODIFIES THE CONTRACT/ORDER NO. AS DE	SCRIBED IN	ITEM 14
			NGES SET FORTH IN ITEM 14 ARE MADE IN T		
B. THE ABOVE NUMBERED CONTRAC appropriation date, etc.) SET FORTH	CT/ORDER IS MODIFIED TO REFLE I IN ITEM 14, PURSUANT TO THE A	CT THE A UTHORIT	ADMINISTRATIVE CHANGES (such as changes FY OF FAR 43.103(b).	in paying offi	ice,
C. THIS SUPPLEMENTAL AGREEMEN	T IS ENTERED INTO PURSUANT TO	OHTUA C	RITY OF:		
				,	
D. OTHER (Specify type of modification	and authority)				
E. IMPORTANT: Contractor 🗵 is not.	is required to sign this document				
14. DESCRIPTION OF AMENDMENT/MODIFICATION	(Organized by UCF section headings,	, including	g solicitation/contract subject matter where feasik	ble.)	
DUNS Number: 112947395				~	
Task Order Title: Program Ma	nagement for Coalbe	ed Me	thane Outreach Program (	CMOP)	
The purpose of this modifica				ntract:	ing
Officer's Representative for	the management of	the :	subject task order:		
Monica Shimamura					
202-343-9337					
shimamura.monica@epa.gov					
All other terms and conditio	ns remain unchanged	d.			
Continued					
Except as provided herein, all terms and conditions of the	e document referenced in Item 9A or	10A, as h	eretofore changed, remains unchanged and in fu	ıll force and e	effect.
15A. NAME AND TITLE OF SIGNER (Type or print)			A. NAME AND TITLE OF CONTRACTING OFFIC		
			offron Martin		
			effrey Martin	<del> </del>	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	168	. UNITED STATES OF AMERICA	-	16C. DATE SIGNED
	<u>.</u>			ECTRONIC BIGHATURE	12/10/2015
(Signature of person authorized to sign)			(Signature of Contracting Officer)		

	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE (	OF.
CONTINUATION SHEET	EP-W-10-019/0018/003	2	2

NAME OF OFFEROR OR CONTRACTOR EASTERN RESEARCH GROUP, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
(4)	TOCOR: FELICIA RUIZ		101	(12)	. \_/
	Payment:		}		
	RTP Finance Center US Environmental Protection Agency				
	RTP-Finance Center				
	Mail Drop D143-02				
•	109 TW Alexander Drive Durham NC 27711				
	Period of Performance: 07/07/2015 to 09/30/2016				
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		,			
					·
					:
SN 7540-01-152					OPTIONAL FORM 336 (4-86)

AMENDMENT OF SOLICITATION/MODIFIC	ATION OF CONTRACT		1. CONTRACT ID CODE	PAGE	OF PAGES 5
2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQ	UISITION/PURCHASE REQ. NO.	5. PROJECT	NO. (If applicable)
004	See Block 16C	PR-0	AR-16-00419		
6. ISSUED BY CODE	HPOD	7. ADI	MINISTERED BY (If other than Item 6)	CODE	
HPOD	7 con cu			<u> </u>	
US Environmental Protection Headquarters Procurement Ope	-				
Ariel Rios Building	114610115				
1200 Pennsylvania Avenue, NW Washington DC 20460	₹				
8. NAME AND ADDRESS OF CONTRACTOR (No., stree	t, county, State and ZIP Code)	(x) 9A.	AMENDMENT OF SOLICITATION NO.		
EASTERN RESEARCH GROUP, INC.		l lan	DATED (SEE ITEM 11)		
Attn: NA 110 HARTWELL AVENUE			DATES (OLL ITEM II)		
LEXINGTON MA 024213136					
		x 104	MODIFICATION OF CONTRACT/ORDER NO -W-10-019	10.	
			18		
		10E	B. DATED (SEE ITEM 13)		
CODE 112947395	FACILITY CODE	<b>─</b>    ₀	7/07/2015		•
	11. THIS ITEM ONLY APPLIES	TO AMENDM	ENTS OF SOLICITATIONS		
☐ The above numbered solicitation is amended as set f	orth in Item 14. The hour and date s	specified for re	eceipt of Offers is exte	nded. 🗌 is r	ot extended.
separate letter or telegram which includes a reference THE PLACE DESIGNATED FOR THE RECEIPT OF virtue of this amendment you desire to change an offe	pies of the amendment; (b) By acknown to the solicitation and amendment rough of the Hour AN or THE HOUR AN or already submitted, such change me	owledging red numbers. FA ID DATE SPE nay be made l	eipt of this amendment on each copy of the or ILURE OF YOUR ACKNOWLEDGEMENT TO CIFIED MAY RESULT IN REJECTION OF YO by telegram or letter, provided each telegram	ffer submitted ; DBE RECEIVE DUR OFFER II	or (c) By D AT by
reference to the solicitation and this amendment, and 12. ACCOUNTING AND APPROPRIATION DATA (If req	0			10 700 (	\ <u>\</u>
See Schedule	uneu) p	Net Inc	rease: 5	18,782.0	,
13. THIS ITEM ONLY APPLIES TO N	MODIFICATION OF CONTRACTS/OR	DERS. IT MO	DDIFIES THE CONTRACT/ORDER NO. AS DE	SCRIBED IN I	TEM 14.
	CT/ORDER IS MODIFIED TO REFLE H IN ITEM 14, PURSUANT TO THE	ECT THE ADI AUTHORITY	ES SET FORTH IN ITEM 14 ARE MADE IN T  MINISTRATIVE CHANGES (such as changes OF FAR 43.103(b).  TY OF:		
				····	
D. OTHER (Specify type of modification	••				
X   Mutual Agreement of		at and return	1 copies to the issuin	o office	
E. IMPORTANT: Contractor is not.  14. DESCRIPTION OF AMENDMENT/MODIFICATION					
DUNS Number: 112947395					
Task Order Title: Program Ma	nagement for Coalb	ed Metl	nane Outreach Program (	CMOP)	
The purpose of Modification	no 4 is as follow	19.			
(1) To increase the ceiling			363 88:		
(2) To incorporate Attachmen				Technic	al
Proposal for 2015 Program Ma		JU11 C 1 C 1	seer a broboner erered		<del></del>
for Coal bed Methane Outread	-	s) and ·			
101 Coal bed Methane Outlead	ii Flogram (2 pages	, and,			
IGF::OT::IGF					
TOCOR: FELICIA RUIZ	A Company of the Comp				
Continued					
Except as provided herein, all terms and conditions of the	he document referenced in Item 9 A o	or 10A, as he	retofore changed, remains unchanged and in	full force and e	ffect.
15A. NAME AND TITLE OF SIGNER (Type or print)		16A. I	NAME AND TITLE OF CONTRACTING OFFI	CER (Type or p	orint)
		Rob	ert A. Gray		
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNE		JNITED STATES OF AMERICA		16C. DATE SIGNED
		1.00,		LECTRONIC SIGNATURE	
(Signature of person authorized to sign)			(Signature of Contracting Officer)		03/23/2016
Tolgrand or pordon damontod to digity			13		L

NSN 7540-01-152-8070 Previous edition unusable STANDARD FORM 30 (REV. 10-83) Prescribed by GSA FAR (48 CFR) 53.243 
 CONTINUATION SHEET
 REFERENCE NO. OF DOCUMENT BEING CONTINUED
 PAGE
 OF

 EP-W-10-019/0018/004
 2
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NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP, INC.

ITEM NO.	SUPPLIES/SERVICES	QUANTITY		UNIT PRICE	AMOUNT
(A)	(B)	(C)	(D)	(E)	(F)
	LIST OF CHANGES:				
	Reason for Modification : Supplemental Agreement				
	for work within scope		\		
	Total Amount for this Modification: \$18,672.88				
	New Total Amount for this Version: \$18,672.88				
	New Total Amount for this Award: \$38,363.88				
	Obligated Amount for this Modification: \$18,672.88				
	New Total Obligated Amount for this Award:				
	\$38,363.88	İ			· ·
	Buyer changed			•	
	from Jeffrey Martin			:	·
	to Robert A Gray			•	
	   Contracting Officer changed				
	from Jeffrey Martin				,
	to Robert A Gray				
					. *
	Delivery Location Code: OAR/OAP/CCD				
	OAR/OAP/CCD				
	US Environmental Protection Agency				
	1200 Pennsylvania Avenue NW				
	Mail Code: 62107J			1	
	OAP/CCD	1			
	Washington DC 20460 USA				
	Payment:			· 1	
	RTP Finance Center				Į
	US Environmental Protection Agency				
	RTP-Finance Center (AA216-01)				
	109 TW Alexander Drive				
	www2.epa.gov/financial/contracts				
	Durham NC 27711	]			
	FOB: Destination				
	Period of Performance: 07/07/2015 to 09/30/2016			4	
	101100 01 1011011111100 00 00,00,00,00	Ī			
0002	The purpose is to request a cost proposal in				18,782.0
	anticipation of adding funds to the existing	}			
	Eastern Research Group (ERG) Program Management	1	ł		. "
	Task Order (Task Order #18) under Contract				
	EP-W-10-019. Given the delay in the new, 5-year	]			
	CMOP solicitation, funds need to be added to				
	continue Program Management through 9/30/2016.				
	Accounting Info:				
	16-17-B-58F4-101A46-2505-1658FC6068-001 BFY: 16		{		
	EFY: 17 Fund: B Budget Org: 58F4 Program (PRC):				
	101A46 Budget (BOC): 2505 DCN - Line ID:		}		
	Continued				
	·				
			] ]		
	<u> </u>	l	l		l

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	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE C	F
CONTINUATION SHEET	EP-W-10-019/0018/004	3	5

NAME OF OFFEROR OR CONTRACTOR EASTERN RESEARCH GROUP, INC.

ITEM NO.	SUPPLIES/SERVICES	QUANTITY			AMOUNT
(A)	(B)	(C)	(D)	(E)	(F)
	1658FC6068-001				
	Funding Flag: Complete				
	Funded: \$18,782.00				
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1070   1070	<del> </del>	·	OR	DER FOR S	UPPLIES OR SERV	ICES				PAGE	OF PAGES	
LOATED PORCES  1 ORDER NO.  019  1 A REQUISITION METERAL TO A (Mark)  1 A REQUISITION METERAL TO A (Mark)  1 A RECOLUSION METERAL TO A (Mark)  1 A RECOLUSION METERAL TO A (Mark)  1 A REPORT TO A (Mark)  1 A REPORT TO A (Mark)  1 A REPORT TO A (Mark)  1 A STATE   A REPORT TO A (Mark)  1 A STATE   A REPORT TO A (Mark)  1 A STATE   A REPORT TO A (Mark)  1 A STATE   A REPORT TO A (Mark)  1 A STATE   A REPORT TO A (Mark)  1 A STATE   A REPORT TO A (Mark)  1 A STATE   A REPORT TO A (Mark)  1 A STATE   A REPORT TO A (Mark)  1 A STATE   A REPORT TO A (Mark)  1 A STATE   A REPORT TO A (Mark)  1 A STATE   A REPORT TO A (Mark)  1 A STATE   A REPORT TO A (Mark)  1 A STATE   A REPORT TO A (Mark)  1 A STATE   A REPORT TO A (Mark)  1 A STATE   A REPORT TO A (Mark)  1 A STATE   A REPORT TO A (Mark)  1 A STATE   A REPORT TO A (Mark)  2 A STATE   A REPORT TO A (Mark)  2 A STATE   A REPORT TO A (Mark)  2 A STATE   A REPORT TO A (Mark)  3 A STATE   A REPORT TO A (Mark)  4 A STATE   A REPORT TO A (Mark)  4 A STATE   A REPORT TO A (Mark)  4 A STATE   A REPORT TO A (Mark)  4 A STATE   A REPORT TO A (Mark)  5 A REPORT TO A (Mark)  5 A REPORT TO A (Mark)  5 A RECOLUSION OF A REPORT TO A (Mark)  5 A RECOLUSION OF A REPORT TO A (Mark)  5 A REPORT TO A (MARK)  5 A REPORT TO A (MARK)  5 A REPORT TO A (MARK)  5 A REPORT TO A (MARK)  5	IMPORTANT:	Mark all								1	17	
A REGULATION AND PROPERTY OF TABLE 2 C 20 CODE TO THE MAN SALE AND PROPERTY ON THE MAN SALES OF THE MAN SALE						***************************************			6. SHIP TO:			
SISUMD OFFICE (Address commission devices to 1970)   STATE	07/07/20	15	EP-W-10-019			a. NAME OF CONSIGNEE						
SERVICOMENETAL Protection Agency   US Environmental Protection Agency   US Environm						OAR/OAP/CCD						
AREACAD APPROPRIATION  ASTATE   AVENUE	HPOD US Envir	onmen	tal Protection A			US En 1200	vir Pen	onmental Prot nsylvania Ave		gency		
2.0 Pennsylvania Avenue, NW   Washington   C 20460	-		-	acrons		1						
## SAME OF CONTRACTOR  ## SENDENCY NAME  ## SAME OF CONTRACTOR  ## SENDENCY NAME  ## SAME OF CONTRACTOR  ## SENDENCY NAME  ## SAME OF CONTRACTOR  ## SENDENCY NAME  ## SAME OF CONTRACTOR  ## SENDENCY NAME  ## SAME OF CONTRACTOR  ## SENDENCY NAME  ## SAME OF CONTRACTOR  ## SENDENCY NAME  ## SAME OF CONTRACTOR  ## SENDENCY NAME  ## SAME OF CONTRACTOR  ## SENDENCY NAME  ## SAME OF CONTRACTOR  ## SENDENCY NAME  ## SAME OF CONTRACTOR  ## SENDENCY NAME  ## SAME OF CONTRACTOR  ## SENDENCY NAME  ## SAME OF CONTRACTOR  ## SENDENCY NAME  ## SAME OF CONTRACTOR  ## SENDENCY NAME  ## SAME OF CONTRACTOR	1200 Pen	nsylv	ania Avenue, NW			1	.ngt	on				
EASTERN RESEARCH GROUP, INC.    A COUMPANY NAME			······································		·······	f. SHIP VI	Α		**************************************			
a STREET ADDRESS 11.0 HARTYSELL AVENUE  REFERENCE YOUR:  Please familia the following on the terms and conditions specified on both sets of the terms and conditions specified on both sets of the terms and conditions specified on both sets of the terms and conditions specified on both sets of the terms and conditions specified on both sets of the above-numbered contribut.  9. ACCOUNTING AND APPROPRIATION DATA  9. ACCOUNTING AND APPROPRIATION DATA  See Schedule  10. REQUISITIONING OFFICE  ORAC/AP/CCD  11. BUSINESS SCHEDULE  12. FO.B. POINT  B. SERVICE/SCHABLE  13. FLACE OF  14. GOVERNMENT BL. NO.  15. DELUER TO FO.B. POINT  Destination  16. DISCOUNT TERMS  17. SCHEDULE (See reverse for Rejections)  TEM NO.  (GI)  DUNS Number: 11.2947395  Task Order Title: Global Methane Initiative (GIT) Coal Sector Technical, Analytical, and Outreach Support in FT15  This task order hereby incorporates EPA  Continued  18. SHIPPING POINT  19. GROSS SHIPPING WEIGHT  21. MAIL INVOICE TO.  21. MAIL INVOICE TO.  21. MAIL INVOICE TO.  22. MAIL INVOICE TO.  22. MAIL INVOICE TO.  23. NAME  RTP Finance Center  Mail Dop D143-02  10.9 TW Alexander Drive  C.CHY  Durham  17. CHEST STATES OF  CO 7/08/2015  PROFESSORY  19. STATE (27711  PRICE (STATE & 22F CODE (NC) (STATE &								8. TY	PE OF ORDER			
### Continued    Continued   C	b. COMPANY N	AME				a. PU	RCHA	SE.		X b. DELIVER	RY	
Please furnish the following on the terms and conditions specified to both sides of the above-numbered contract.			AVENUE			REFERE	NCE Y	OUR:		reverse, this de	livery order is subject	
and conditions appelled on how acted of the above-numbered contract.    ACCOUNTION AND APPROPRIATION DATA			·									
EXAMPLE STATES OF   STATES OF   STATES OF	1.0(7)					and condi	tions s	pecified on both sides of		. •		
See Schedule  11. BUSINESS CLASSIFICATION (Check appropriate box(es))	LEXINGTO		· · · · · · · · · · · · · · · · · · ·	1 ** * * * * * * * * * * * * * * * * *		including	deliver	y as indicated.	y,			
11. BUSNESS CLASSFICATION (Check appropriate box(es))  a SMALL  b. OTHER THAN SMALL  c. DISADVANTAGED  d. WOMEN-OWNED  e. HUBZone			PROPRIATION DATA	•					·			
TITEM NO.  (a)  DUNS Number: 112947395 Task Order Title: Global Methane Initiative (GMI) Coal Sector Technical, Analytical, and Outreach Support in FY15 This task order hereby incorporates EPA Continued  18. SHIPPING POINT  19. GROSS SHIPPING WEIGHT  21. MAIL INVOICE TO:  a. NAME  RTP Finance Center  Mastrauctross ON REVERSE (Gr P.O. Box)  RTP-Finance Center  Mail Drop D143-02  10. SYATE 6. ZIP CODE NC 27711  22. UNITED STATES OF AMERICA By (Signature)  14. GOVERNMENT BL.NO.  15. DELIVER TO F.O.B. POINT  ON OR BEFORE (Oate)  15. DELIVER TO F.O.B. POINT  ON OR BEFORE (Oate)  15. DELIVER TO F.O.B. POINT  16. DISCOUNT TERMS  16. DISCOUNT	11. BUSINESS	CLASSIFIC	b. OTHER THAN SMALL	C. DISAD		<del>-</del>						
a. INSPECTION   b. ACCEPTANCE   ON OR BEFORE (Date)    17. SCHEDULE (See reverse for Rejections)    17. SCHEDUL				D SMALL BUSINE THE WOSB PRO	ESS (WOSB) h. E	EDWOSB						
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**SCHEDULE - CONTINUATION** IMPORTANT: Mark all packages and papers with contract and/or order numbers DATE OF ORDER CONTRACT NO. ORDER NO. 07/07/2015 EP-W-10-019 0019 QUANTITY ITEM NO. SUPPLIES/SERVICES QUANTITY UNIT UNIT AMOUNT ORDERED PRICE ACCEPTED (g) (c) (e) contract no. EP-W-10-019 terms and conditions by reference. The vendor shall perform in accordance with the Attachment A Statement of Work (13 pages) and the vendor's proposal dated May 11, 2015 in the amount of \$132,217.00 and 599 labor hours for the award of tasks 1c, 2c, and 5 as follows: Task 1, subtask 1c: \$57,655.00 (240 hours); Task 2, subtask 2c: \$62,867.00 (260 hours); Task 5: \$11,685.00 (99 hours). The following approved Other Direct Costs are incorporated into the subject task order: - Travel; - Computer and Word Processing Supplies; - Telephone (Local Access); - Courier/Freight; - Reproduction and Maps; - Purchase Mine Data; - Chinese Visa. This is a Time-and-Materials (T&M) task order with a pre-priced total ceiling price of \$132,217.00, which the vendor is not authorized to exceed. The vendor exceeds at its own risk. This order is hereby fully funded. The period of performance of the task order is 07/07/2015 thru 07/06/2016, contingent upon the exercising of FAR clause 52.217-8 (NOV 1999): Option to Extend Services. The Contracting Officer's Representative (COR) is Felicia Ruiz and the Alternate COR

is Sally Rand.

Felicia Ruiz (202) 343-9129 ruiz.felicia@epa.gov

Continued ...

 IMPORTANT: Mark all packages and papers with contract and/or order numbers.

 DATE OF ORDER
 CONTRACT NO.
 ORDER NO.

 07/07/2015
 EP-W-10-019
 0019

 ITEM NO.
 SURPLIES/SERVICES
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07/07/2	015 EP-W-10-019			0019		
ITEM NO.	SUPPLIES/SERVICES	QUANTITY		UNIT PRICE	AMOUNT	QUANTITY ACCEPTED
(a)	(b)	(c)	(d)	(e)	<b>(f)</b>	(g)
	Sally Rand			, , , , , , , , , , , , , , , , , , , ,		
	(202) 343-9739					
	rand.sally@epa.gov					
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	HPOD				*	
	US Environmental Protection Agency					
	Headquarters Procurement Operations			·		
	Ariel Rios Building				,	
	1200 Pennsylvania Avenue, NW					
	Washington DC 20460		[			
	Period of Performance: 07/07/2015 to					
	09/30/2015					
0001	Award of New Task Order entitled, Global				132,217.00	
	Methane Initiative (GMI) Coal Sector					
	Technical, Analytic and Outreach Support in					
	FY15 for the following SOW tasks:					
	Task 1c; Task 2c;		١			
	Task 5.	1				
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	Accounting Info:					
	15-16-B-58F4-101A46XP4-2505-1558FC5646	. [				
	-001 BFY: 15 EFY: 16 Fund: B Budget					
	Org: 58F4 Program (PRC): 101A46XP4					
	Budget (BOC): 2505 DCN - Line ID: 1558FC5646-001					
	Funding Flag: Partial	1				
	Funded: \$12,867.00					
	Accounting Info:					
	15-16-BR-58F0X15-101A46-2505-1558FC564		1			
	6-002 BFY: 15 EFY: 16 Fund: BR Budget					
	Org: 58F0X15 Program (PRC): 101A46				*	
	Budget (BOC): 2505 DCN - Line ID: 1558FC5646-002			•		
	Funding Flag: Partial					
	Funded: \$69,350.00					
	Accounting Info:					
	14-15-B-58F4-101A46XP4-2505-1558FC5646					
	-003 BFY: 14 EFY: 15 Fund: B Budget					
	Org: 58F4 Program (PRC): 101A46XP4 Budget (BOC): 2505 DCN - Line ID:					
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IMPORTANT: Mark all packages and papers with contract and/or order numbers. DATE OF ORDER CONTRACT NO. ORDER NO. EP-W-10-019 0019 07/07/2015 UNIT AMOUNT QUANTITY ITEM NO. SUPPLIES/SERVICES QUANTITY UNIT ACCEPTED ORDERED PRICE (g) (a) (c) (e) Funded: \$50,000.00 The obligated amount of award: \$132,217.00. The total for this award is shown in box 17(i). \$0.00 TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

# Coalbed Methane Outreach Program Competitive Task Order Contract Numbers EP-W-10-019, EP-W-10-022, EP-W-10-023

#### STATEMENT OF WORK:

Global Methane Initiative (GMI) Coal Sector Technical, Analytic and Outreach Support in FY15

#### I. BACKGROUND

The U.S. EPA Coalbed Methane Outreach Program (CMOP) works with coal mines in the U.S. and internationally to encourage the economic use of coal mine methane (CMM) gas that is otherwise vented to the atmosphere. Through this task order, EPA is requesting technical and outreach support for the general advancement and development of international CMM projects under the auspices of the Global Methane Initiative (hereafter referred to as the "GMI").

Methane is both the primary constituent of natural gas and a potent greenhouse gas when released to the atmosphere. Reducing emissions can yield substantial economic and environmental benefits. The implementation of available, cost-effective methane emission reduction opportunities in the coal industry can lead to improved mine safety, greater mine productivity, and increased revenues.

Methane is produced from mining activities in underground coal mines, at surface coal mines, and as a result of post-mining activities including coal processing, storage and transportation. Underground mines are the single largest source of CMM emissions in most countries.

The Global Methane Initiative (GMI) is an international initiative with several key objectives: to reduce global methane emissions to enhance economic growth, to promote energy security, to improve the environment, and to reduce greenhouse gas emissions. The initiative focuses on cost-effective, near-term methane recovery and use as a clean energy source. The GMI is a collaborative effort among 42 partner countries, including developed countries, developing countries, and countries with economies in transition. Together these countries work with strong participation from the private sector. The GMI targets five major methane sources: agriculture, coal mines, municipal solid waste, natural gas and oil systems, and wastewater. By building international relationships, the GMI promotes opportunities to mitigate fugitive emissions and bring otherwise-wasted methane gas to commercial markets. Through the work of the Coal Subcommittee, the GMI has created and implemented an action plan to identify and promote coal mine methane project opportunities in partner countries, particularly in developing countries or countries with economies in transition.

U.S. EPA is the lead U.S. Government Agency implementing U.S. activities through the GMI. EPA works with her sister agencies including the U.S. Department of State, the U.S. Agency for International Development, the U.S. Department of Energy, and the U.S. Trade & Development Agency. Within the coal sector, EPA's Coalbed Methane Outreach Program (CMOP) leads the activities of the U.S. through the Coal Subcommittee. Currently, CMOP staff members serve as Co-Chair of the Coal Subcommittee and official delegates to the Subcommittee. CMOP is actively engaged in planning Subcommittee meetings and workshops, developing informational work products, and supporting CMM project development in Partner countries.

Through this Task Order, EPA is seeking contractor<sup>1</sup> support to provide technical and analytic assistance for the activities of the GMI Coal Subcommittee as well as EPA's initiatives to support the aims of the GMI through activities that support CMM recovery and utilization projects in specific Partner countries.

EPA has identified China and India as countries that are of high priority for reducing CMM emissions. EPA is also interested in helping to support the reduction of CMM emissions in other priority countries including Kazakhstan, Mongolia, Poland, and Turkey. EPA is evaluating the potential for CMM project opportunities in other countries on a case-by-case basis.

The period of performance for this task order is from the date of approval through September 30, 2015.

In order to maximize its financial and technical resources, EPA anticipates making multiple awards under this SOW. While EPA anticipates awarding Subtasks under a Task to different contractors, one Subtask will not be awarded to more than one contractor under any given Task. It should be recognized that the scope of work will be dynamic in nature, often requiring different types and levels of assistance. Therefore activities may require additional technical direction from the EPA TOPO. The contractor shall furnish the necessary personnel, material, equipment, services and facilities (except as otherwise specified) to perform the tasks that they choose to respond to.

There will be no duplication of effort under any task/subtask within this SOW.

#### II. OBJECTIVE

The objective of this task order is to provide EPA's Coalbed Methane Outreach Program with the technical, analytical, and outreach support to advance CMOP's international activities that support the aims of the Global Methane Initiative (GMI), and specifically, the Coal Subcommittee.

#### III. SCOPE

The work outlined under this task order is consistent with the following sections under the contract Statement of Work: 1.2.1, 1.2.2, 1.2.3, and 1.2.4.

#### IV. TASK DESCRIPTIONS

This task order has five (5) Tasks, listed and described below.

Under each Task, the Contractor should include up to three (3) hours per month to make routine updates to the International GMI Customer Relationship Management (CRM) System. The Contractor will be expected to update all activities in which they are involved, including uploading of assessment reports, training and capacity building event announcements, program updates, presenter slide presentations, workshop agendas, etc.

<sup>&</sup>lt;sup>1</sup> Contractor personnel shall at all times identify themselves as contractor employees working in support of EPA's Coalbed Methane Outreach Program (CMOP), and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA or its employees. In addition, the contractor shall not engage in inherently governmental activities, including but not limited to actual determination of EPA policy and preparation of documents on EPA letterhead.

As directed by the TOPO, for each deliverable under the Tasks outlined in the SOW, the Contractor shall prepare a draft deliverable following receipt of a written **Technical Direction (TD)** from the TOPO or Alternate TOPO (hereafter collectively referred to as TOPO) for TOPO review and comment. The contractor shall incorporate TOPO comments into the deliverables, perform additional information gathering as required, and submit a final deliverable to the TOPO.

### Task 1: Targeted Outreach and Logistical Support for the GMI Coal Subcommittee and Other Related Stakeholder Activities

Under this Task, the Contractor shall provide outreach and logistical support for the GMI Coal Subcommittee and other stakeholder activities, which include the following:

## <u>Subtask 1a: Targeted Outreach and Logistical Support for the GMI Coal Subcommittee</u> and Related Stakeholder Activities in China, Colombia and Mongolia

The contractor shall provide targeted outreach and logistical support for the GMI Coal Subcommittee, and other stakeholder activities in China, Colombia and Mongolia. EPA anticipates up to four (4) person trips under this subtask. Specifically, this may include:

- Providing logistical and outreach support for GMI Coal Subcommittee stakeholder sessions or other activities. This support may include helping to develop detailed agendas, including contacting potential speakers, or developing presentations or materials for the agenda. The Contractor shall actively participate in the GMI coal sector stakeholder sessions or other participatory activities as requested, per written technical direction from the TOPO. For planning purposes, Contractor should assume providing support for developing up to one (1) agenda, developing up to two (2) presentations, and taking up to two (2) person-trips during the period of performance.
- Providing travel support for delegates to participate in critical, GMI Coal Subcommittee stakeholder sessions, or other activities. The Contractor may also be requested to facilitate travel arrangements and provide travel support for delegates from developing countries or countries with economies in transition to participate in critical GMI Coal Subcommittee stakeholder sessions, or other activities. For planning purposes, Contractor should assume providing travel support for up to two (2) delegates.
- Updating/Revising GMI Coal Subcommittee Work Products. The Contractor shall review and update/revise information work products in support of the GMI Coal Subcommittee and GMI coal sector activities. This includes technical review, revision, editing, and formatting of Subcommittee work products, such as technical flyers or Subcommittee position papers. For each work product reviewed, the Contractor shall prepare a brief memorandum describing recommended changes or improvements, if any, to the work product. Existing work products can be found on the CMOP website (<a href="http://www.epa.gov/cmop/international/index.html">http://www.epa.gov/cmop/international/index.html</a>) and on the GMI website (<a href="http://www.globalmethane.org/tools-resources/tools.aspx#two">http://www.globalmethane.org/tools-resources/tools.aspx#two</a>). For planning purposes, Contractor should assume the technical review and revision of up to two (2) work products.

## Subtask 1b: Targeted Outreach and Logistical Support for the GMI Coal Subcommittee and Related Stakeholder Activities in India, Kazakhstan, Poland and Turkey

The Contractor shall provide targeted outreach and logistical support for GMI Coal

Subcommittee and other stakeholder activities in India, Kazakhstan, Poland, and Turkey. EPA anticipates up to four (4) person trips under this subtask. Specifically, this may include:

- Providing logistical and outreach support for GMI Coal Subcommittee stakeholder sessions or other activities. This support may include helping to develop a detailed agenda, including contacting potential speakers, or developing presentations or materials for the agenda. The Contractor shall actively participate in the GMI coal sector stakeholder sessions or other participatory activities as requested, per written technical direction from the TOPO. For planning purposes, Contractor should assume providing support for developing up to one (1) agenda, developing up to two (2) presentations, and taking up to two (2) person-trips.
- Providing travel support for delegates to participate in critical, GMI Coal
  Subcommittee stakeholder sessions, or other activities. The Contractor may also be
  requested to facilitate travel arrangements and provide travel support for delegates from
  developing countries or countries with economies in transition to participate in critical
  GMI Coal Subcommittee stakeholder sessions or other activities. For planning purposes,
  Contractor should assume providing travel support for up to two (2) delegates.
- Updating/Revising GMI Coal Subcommittee Work Products. The Contractor shall review and update/revise information work products in support of the GMI Coal Subcommittee and GMI coal sector activities. This includes technical review, revision, editing, and formatting of Subcommittee work products, such as technical flyers or Subcommittee position papers. For each work product reviewed, the Contractor shall prepare a brief memorandum describing recommended changes or improvements, if any, to the work product. Existing work products can be found on the CMOP website (<a href="http://www.epa.gov/cmop/international/index.html">http://www.epa.gov/cmop/international/index.html</a>) and on the GMI website (<a href="http://www.globalmethane.org/tools-resources/tools.aspx#two">http://www.globalmethane.org/tools-resources/tools.aspx#two</a>). For planning purposes, Contractor should assume the technical review and revision of up to two (2) work products.

## Subtask 1c: Targeted Outreach and Logistical Support for the GMI Coal Subcommittee and Related Stakeholder Activities in Kazakhstan, Turkey, and Ukraine

The contractor shall provide targeted outreach and logistical support for GMI Coal Subcommittee and other stakeholder activities in Kazakhstan, Turkey, and Ukraine. EPA anticipates up to four (4) person-trips under this subtask. Specifically, this may include:

- Providing logistical and outreach support for GMI Coal Subcommittee stakeholder sessions or other activities. This support may include helping to develop a detailed agenda, including contacting potential speakers, or developing presentations or materials for the agenda. The contractor shall actively participate in the GMI coal sector stakeholder sessions or other participatory activities as requested, per written technical direction from the TOPO. For planning purposes, Contractor should assume providing support for developing up to one (1) agenda, developing up to two (2) presentations, and taking up to two (2) person-trips.
- Providing travel support for delegates to participate in critical, GMI Coal
   Subcommittee stakeholder sessions, or other activities. The Contractor may also be requested to facilitate travel arrangements and provide travel support for delegates from

developing countries or countries with economies in transition to participate in critical GMI Coal Subcommittee stakeholder sessions or other activities. For planning purposes, Contractor should assume providing travel support for up to two (2) delegates.

Updating/Revising GMI Coal Subcommittee Work Products. The Contractor shall review and update/revise information work products in support of the GMI Coal Subcommittee and GMI coal sector activities. This includes technical review, revision, editing, and formatting of Subcommittee work products, such as technical flyers or Subcommittee position papers. For each work product reviewed, the Contractor shall prepare a brief memorandum describing recommended changes or improvements, if any, to the work product. Existing work products can be found on the CMOP website (<a href="http://www.epa.gov/cmop/international/index.html">http://www.epa.gov/cmop/international/index.html</a>) and on the GMI website (<a href="http://www.globalmethane.org/tools-resources/tools.aspx#two">http://www.globalmethane.org/tools-resources/tools.aspx#two</a>). For planning purposes, Contractor should assume the technical review and revision of up to two (2) work products.

### Task 2: Targeted Support to Promote CMM Project Development in GMI Partner Countries

Under this task, per written technical direction from the TOPO, the Contractor shall provide technical, analytic, and capacity-building support to promote CMM project development in CMOP international priority Partner countries, as specified in each subtask. As new partner countries join the GMI during the period of performance and/or additional countries are deemed as potential recipients for CMOP assistance, the Contractor shall provide support to the TOPO to promote CMM project development in these Partner countries. EPA anticipates no more than 40 hours under each subtask, for support to other countries not listed under each subtask (i.e. "non-priority" countries).

For each deliverable under this Task, the Contractor shall prepare a draft deliverable following receipt of a Technical Direction (TD) from the TOPO. The contractor shall incorporate TOPO comments into the deliverables, perform additional information gathering as required, and submit a final deliverable to the TOPO.

Subtask 2a: Targeted Support to Promote CMM Project Development in China, Colombia, and Mongolia. The Contractor shall provide the following support to the TOPO to further promote CMM project development in China, Colombia and Mongolia. EPA anticipates up to two (2) person trips under this Subtask.

- **Technical support for project development.** The Contractor shall provide technical support for in-country CMM project development such as project identification datagathering, market updates, and other targeted, technical assistance. For planning purposes, Contractor should assume providing technical support for the development and/or review of up to two (2) technical documents.
- Capacity building. EPA may request assistance with organizing and conducting incountry technical training, technical information sessions, or other outreach activities.
   Under this Subtask, the contractor shall provide assistance in developing outreach and training support within/for the countries included under this Subtask. EPA may request the Contractor to assist foreign governments or other entities with activities such as data collection and site visits. This support may include preparation for, development of, and implementation of a technical training session for appropriate audiences to promote

CMM project development in that country. This might include technical and logistical support for foreign entities that need assistance with CMM data collection and project development. EPA will also request Contractor to keep the TOPO informed about project development opportunities and new projects in the countries listed under this subtask.

For planning purposes, Contractor should assume providing outreach and training support for up to two (2) technical information sessions / outreach support in either China, Colombia and/or Mongolia, per TOPO direction. Total estimated travel under *Capacity Building* is up to two (2) person trips.

 QA/QC of Project Information in the International GMI Customer Relationship Management (CRM) System. Under this Subtask, the Contractor will be asked to QA/QC CRM project information GMI partner countries. For planning purposes, Contractor should assume quarterly reviews and updates, per technical direction by TOPO.

Subtask 2b: Targeted Support to Promote CMM Project Development in India, Kazakhstan, Mexico, Poland, and Turkey. The contractor shall provide the following support to the TOPO to further promote CMM project development in India, Kazakhstan, Mexico, Poland, and Turkey. EPA anticipates up to two (2) person-trips under this subtask.

- Technical support for project development. Contractor shall provide technical support for in-country CMM project development such as project identification datagathering, market updates, and other targeted, technical assistance. For planning purposes, Contractor should assume providing technical support for the development and/or review of up to two (2) technical documents.
- Capacity building. EPA may request assistance with organizing and conducting incountry technical training, study tours, technical information sessions, or other outreach activities. Under this Subtask, the contractor shall provide assistance in developing outreach and training support within/for the countries included under this subtask. EPA may request the contractor to assist foreign governments or other entities with activities such as data collection and site visits. This support may include preparation for, development of, and implementation of a technical training session for appropriate audiences to promote CMM project development in that country. This might include technical and logistical support foreign entities that need assistance with CMM data collection and project development. EPA will also request Contractor to keep the TOPO informed about project development opportunities and new projects in the countries listed under this subtask.

For planning purposes, Contractor should assume providing outreach and training support for up to two (2) technical information sessions in India, Kazakhstan, and/or Turkey, per TOPO direction. Total estimated travel under *Capacity Building* is up to two (2) person trips.

 QA/QC of Project Information in the International GMI Customer Relationship Management (CRM) System. Under this Subtask, the Contractor will be asked to QA/QC CRM project information in GMI partner countries. For planning purposes, Contractor should assume quarterly reviews and updates, per technical direction by TOPO.

Subtask 2c: Targeted Support to Promote CMM Project Development in Kazakhstan, Turkey, and China. The contractor shall provide the following support to the TOPO to further promote CMM project development in Kazakhstan, Turkey, and China. EPA anticipates up to two (2) person-trips under this subtask.

- **Technical support for project development.** The Contractor shall provide technical support for in-country CMM project development such as project identification datagathering, market updates, and other targeted, technical assistance. For planning purposes, Contractor should assume providing technical support for the development and/or review of up to two (2) technical documents.
- Capacity building. EPA may request assistance with organizing and conducting incountry technical training, study tours, technical information sessions, or other outreach activities. Under this Subtask, the contractor shall provide assistance in developing outreach and training support within/for the countries included under this subtask. EPA may request the contractor to assist foreign governments or other entities with activities such as data collection and site visits. This support may include preparation for, development of, and implementation of a technical training session for appropriate audiences to promote CMM project development in that country. This might include technical and logistical support foreign entities that need assistance with CMM data collection and project development. EPA will also request Contractor to keep the TOPO informed about project development opportunities and new projects in the countries listed under this subtask.

For planning purposes, Contractor should assume providing outreach and training support for up to two (2) technical information sessions in Kazakhstan, Turkey, and/or China, per TOPO direction.

 QA/QC of Project Information in the International GMI Customer Relationship Management (CRM) System. Under this Subtask, the Contractor will be asked to QA/QC CRM project information in GMI partner countries. For planning purposes, Contractor should assume quarterly reviews and updates, per technical direction by TOPO.

## Task 3: Pre-Feasibility Studies for Global CMM Recovery and Utilization Projects, in support of GMI Coal Sector Activities

The objective of this Task is to provide EPA with technical and analytical support to advance the aims of the Global Methane Initiative by supporting the development of international CMM recovery and utilization projects. Specifically, EPA requests the Contractor to prepare up to one (1) pre-feasibility study in China (Subtask 3a) and up to one (1) pre-feasibility study in other GMI partner countries (Subtask 3b).

For each deliverable included in this Task, the contractor shall prepare a draft deliverable following receipt of a Technical Direction (TD) from the TOPO for TOPO review and comment. The contractor shall incorporate TOPO comments into the deliverables, perform additional

information gathering as required, and submit a final deliverable to the TOPO. All deliverables shall be submitted electronically to the TOPO.

This Task shall include up to two (2) international, one-person trips, and two (2) in-country, one-person trip (i.e. for local partners) — **per pre-feasibility study** - based on TOPO direction. These trips should be arranged based on overall efficiency and expediency. **An overall trip plan for the task order must be developed and approved by the TOPO.** 

For planning purposes, the contractor shall assume that an international trip would be approximately five (5) to eight (8) days in duration for purposes of doing any necessary field visits or preparatory work to prepare the pre-feasibility study. The second trip, to present the results of the study to mine management, would be between one (1) and three (3) days in length. Following each trip, the contractor shall prepare a detailed trip report.

Biweekly conference calls are specified as a deliverable under each Subtask described below. These conference calls are intended to provide an opportunity for regular communication between the TOPO and the contractor to report on progress.

Subtask 3a. Pre-Feasibility Study for CMM Recovery and Utilization in China. The Contractor shall identify several potential host mine sites for a CMM pre-feasibility study in China and shall obtain an expression of interest from at least one of the potential mine host sites at the appropriate management level. The bases for selecting the potential host sites include gas emissions (measured or estimated), historical and/or planned coal production, site and local infrastructure and/or availability of resources to develop appropriate infrastructure (e.g., degasification system, proximity or connection to end users), and the commitment and active engagement of the mine management. The Contractor shall consult with the TOPO in selecting the final candidate for the pre-feasibility study.

The contractor shall then prepare a pre-feasibility study for a large-scale coal mine methane recovery and utilization project at the chosen mine site. The contractor shall maintain biweekly contact with the TOPO to identify the work progress and any impediments that will affect the time schedule for completion of the study.

The contractor shall prepare a draft outline of the final report and shall prepare a final outline based on TOPO comments. The contractor shall prepare a draft of the final report that provides a detailed account and description of all activities carried out under this pre-feasibility study.

The Pre-Feasibility Study must include all of the following elements:

- Title page, Acknowledgements section, Table of Contents, list of Acronyms/Abbreviations.
- o List of all maps, figures, tables, exhibits and appendices in the study.
- An Executive Summary that summarizes the findings of the study and recommends next steps, if any (i.e. if the pre-feasibility study findings warrant a full-scale feasibility study).
- o **Background** section that includes information on the selection process and the host mine /mining company, including the level of interest of mine management.
- o **Introduction** section that discusses the study's objective / purpose and other relevant information.

- o **Summary of mine characteristics** (e.g., geology, geography, topography, coal production history and projections, coal reserves, coal quality, site facilities, etc.)
- Assessment of available gas resources (based on historical and projected gas emissions from the mine, data on in-situ gas content, drained gas quantity and quality, degasification system at the mine, ventilation emissions, plans for future mining activities, etc.).
- Brief / preliminary overview of market information, which should include factors such as the distance to nearby pipelines, current and projected market price of gas, demand for and price of power generation in the area, possibility of carbon credits, etc. Level of detail should not be that of a full-scale feasibility study.
- o Assessment of **technical possibilities** to use the gas, including power generation, gas sales to pipeline (with or without upgrade), coal drying, mine heating, etc.
- Assessment of proposed project costs for project scenarios of interest, including cost estimates for capital and operating costs. These are based on best-available estimates from technology vendors and technical experts.
- o Preliminary **cost-benefit analysis** (e.g., return on investment, simple payback, etc.) for each technically viable scenario.
- o **Conclusions** section. Summary of viable project scenarios based on technical, market, and cost assessments and economic analyses.
- Recommendations section that proposes next steps in order to refine analysis and move the project forward.

The contractor shall prepare a final version of the pre-feasibility report that incorporates the TOPO's comments and edits.

The contractor shall translate the final pre-feasibility study into the host language, **including relevant maps, figures and diagrams**. The final studies, in both English and the host language, shall be published on the EPA Coalbed Methane Outreach Program website (<a href="http://www.epa.gov/cmop/">http://www.epa.gov/cmop/</a>).

Subtask 3b: Pre-Feasibility Studies for Global CMM Recovery and Utilization Projects (excluding China). The Contractor shall identify several potential host mine sites for a CMM pre-feasibility study in a GMI partner country (China excluded) and shall obtain an expression of interest from at least one of the potential mine host sites at the appropriate management level. The bases for selecting the potential host sites include gas emissions (measured or estimated), historical and/or planned coal production, site and local infrastructure and/or availability of resources to develop appropriate infrastructure (e.g., degasification system, proximity or connection to end users), and the commitment and active engagement of the mine management. The Contractor shall consult with the TOPO in selecting the final candidate for the pre-feasibility study.

The contractor shall then prepare a pre-feasibility study for a large-scale coal mine methane recovery and utilization project at the chosen mine site. The contractor shall maintain biweekly contact with the TOPO to identify the work progress and any impediments that will affect the time schedule for completion of the study.

The contractor shall prepare a draft outline of the final report and shall prepare a final outline based on TOPO comments. The contractor shall prepare a draft of the final report that provides a detailed account and description of all activities carried out under this pre-feasibility study.

The Pre-Feasibility Study must include all of the following elements:

- Title page, Acknowledgements section, Table of Contents, list of Acronyms/Abbreviations.
- o List of all maps, figures, tables, exhibits and appendices in the study.
- o An **Executive Summary** that summarizes the findings of the study and recommends next steps, if any (i.e. if the pre-feasibility study findings warrant a full-scale feasibility study).
- o **Background** section that includes information on the selection process and the host mine /mining company, including the level of interest of mine management.
- o **Introduction** section that discusses the study's objective / purpose and other relevant information.
- o **Summary of mine characteristics** (e.g., geology, geography, topography, coal production history and projections, coal reserves, coal quality, site facilities, etc.)
- Assessment of available gas resources (based on historical and projected gas emissions from the mine, data on in-situ gas content, drained gas quantity and quality, degasification system at the mine, ventilation emissions, plans for future mining activities, etc.).
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  the distance to nearby pipelines, current and projected market price of gas, demand for
  and price of power generation in the area, possibility of carbon credits, etc. Level of
  detail should not be that of a full-scale feasibility study.
- o Assessment of **technical possibilities** to use the gas, including power generation, gas sales to pipeline (with or without upgrade), coal drying, mine heating, etc.
- Assessment of proposed project costs for project scenarios of interest, including cost estimates for capital and operating costs. These are based on best-available estimates from technology vendors and technical experts.
- o Preliminary **cost-benefit analysis** (e.g., return on investment, simple payback, etc.) for each technically viable scenario.
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- Recommendations section that proposes next steps in order to refine analysis and move the project forward.

The contractor shall prepare a final version of the pre-feasibility report that incorporates the TOPO's comments and edits.

The contractor shall translate the final pre-feasibility study into the host language, **including relevant maps, figures and diagrams**. The final studies, in both English and the host language, shall be published on the EPA Coalbed Methane Outreach Program website (<a href="http://www.epa.gov/cmop/">http://www.epa.gov/cmop/</a>).

## Task 4: Support for GMI's Efforts to Disseminate Results of the "Best Practices" Guidance Document for Coal Mine Methane Degasification, Recovery and Use

Under this Task, the Contractor shall provide support for the dissemination of the "Best Practices" guidance document on coal mine methane degasification, recovery, and use. EPA is conducting this effort under the auspices of the GMI, in collaboration with the United Nations Economic Commission for Europe (UNECE). See: <a href="http://www.unece.org/energy/se/cmm.html">http://www.unece.org/energy/se/cmm.html</a>

Under TOPO direction, Contractor may be asked to draft or edit outreach materials, or provide input about the most effective supporting materials to be developed (including materials to be posted on a website). Most of the work will be conducted individually with coordination and communication primarily via email and telephone. For planning purposes, Contractor can assume drafting/editing up to four (4) documents (i.e. Best Practices training modules or presentations).

Descriptions and copies of EPA's contribution to this effort can be found on the CMOP website: http://www.epa.gov/cmop/international/unitednations.html

The Government reserves the right to award a certain quantity of deliverables to multiple contractors, under this particular Task.

## Task 5: Targeted Revision and Updates to the GMI Coal Mine Methane Projects Database and the GMI Customer Relationship Management (CRM) System Coal Sector Information

The GMI Coal Mine Methane (CMM) Projects Database is designed to serve as the comprehensive repository of data and information on all CMM recovery and use projects in operation and development around the world. Project developers, technology vendors, investors, and other interested parties can use the database to come up to speed on the CMM sectors of several countries and to decide where and how to channel project resources. This database is also designed to provide a platform for the transfer of lessons learned from those involved in existing projects to those interested in developing future projects. The database is located at: http://www2.ergweb.com/cmm/index.aspx.

The CMM Projects Database was originally developed by CMOP, at the request of the Coal Subcommittee. In order to maintain this tool's accuracy and breadth, the database allows for anyone with project knowledge to create an account and submit a project. This project information is then reviewed and accepted by the Contractor and becomes a new or updated record within the database.

- To the best of their ability, the Contractor, in coordination with the TOPO, will review new and updated entries in the database, and will approve, reject, or attempt to clarify new/updated project information on a quarterly basis, or more frequently, per written technical direction from TOPO. These quarterly updates will first be presented to the TOPO in the form of a memorandum and will be entered into the database following TOPO approval.
- This Task includes a thorough QA/QC of the existing 200+ entries currently in the database, to review their thoroughness and accuracy of information, as possible, based

on publically available information. All updates and suggested revisions are to be presented to TOPO in advance, in the form of a memorandum, for TOPO approval. Approved updates will be entered into the public database. This will occur once during the period of performance.

Any changes made to the public database will then be changed within the EPA's Customer Relationship Management (CRM) System. The CRM is a Salesforce tool (<a href="www.salesforce.com">www.salesforce.com</a>) that EPA uses for internal tracking of GMI program activities and accomplishments. In the coal sector, project information found in the CMM Projects Database was imported into the CRM, when the CRM was originally created.

• This Subtask requires Contractor to develop a system that ensures all updates made to the CMM Project Database are made to the coal sector project information in the CRM, and vice versa. This may require updates to the CMM Project Database, such as adding new data fields or setting up a system of checks and balances to ensure project information submitted is traceable and that it is subsequently entered, as appropriate, into the CRM.

#### V. PERIOD OF PERFORMANCE

The period of performance for all tasks completed under this Task Order is from the date of award to September 30, 2015. Extensions to this period of performance will not be granted except in the case of extenuating circumstances.

#### VI. DELIVERABLE/ DELIVERY SCHEDULE

Task / Subtask	Deliverables	Due Dates
Tasks 1-5	Kickoff meeting with EPA (via teleconference, as appropriate)	Within one week of receipt of TO award
Task 1, Subtask 1a	1 agenda; 2 presentations; up to 2 revised documents	Per written technical direction from TOPO
	Trip report(s)	Within 10 days of trip completion
Task 1, Subtask 1b	1 agenda; 2 presentations; up to 2 revised documents	Per written technical direction from TOPO
.*	Trip report(s)	Within 10 days of trip completion
Task 1, Subtask 1c	1 agenda; 2 presentations; up to 2 revised documents	Per written technical direction from TOPO
	Trip report(s)	Within 10 days of trip completion
Task 2, Subtask 2a	Development/review of up to 2 technical documents	Per written technical direction from TOPO
. ,	Support for up to 2 technical sessions	Per written technical direction from TOPO
	Trip report(s)	Within 10 days of trip completion

Task 2, Subtask 2b	Development/review of up to 2 technical documents	Per written technical direction from TOPO
	Support for up to 2 technical sessions	Per written technical direction from TOPO
	Trip report(s)	Within 10 days of trip completion
Task 2, Subtask 2c	Development/review of up to 2 technical documents	Per written technical direction from TOPO
	Support for up to 2 technical sessions	Per written technical direction from TOPO
	Trip report(s)	Within 10 days of trip completion
Task 3, Subtask 3a	Mine selection; Draft and final study outline; Draft and final study report in English; translated final study.	Per written technical direction from TOPO
	Trip report(s)	Within 10 days of trip completion
Task 3, Subtask 3b	Mine selection; Draft and final study outline; Draft and final study report in English; translated final study.	Per written technical direction from TOPO
	Trip report(s)	Within 10 days of trip completion
Task 4	Draft/edit up to 4 work products	Per written technical direction from TOPO
Task 5	Updates and maintenance for International CMM Projects Database and GMI Customer Relationship Management (CRM) System	Per written technical direction from TOPO

#### **VII. SECURITY**

Unclassified

#### VIII. GOVERNMENT FURNISHED EQUIPMENT/GOVERNMENT FURNISHED INFORMATION

The U.S. EPA Task Order Project Officer will provide the Contractor with any requested background information necessary to complete the task.

#### 1X. TASK ORDER EVALUATION CRITERIA

For Tasks awarded competitively under this Task Order, the Government will make award to the responsible offeror whose offer conforms to this request and is most advantageous to the Government, price and other factors considered. Proposals will be evaluated using the following criteria, which shall be equally weighted:

1. **Technical Approach:** Describe the overall technical approach for accomplishing this

- requirement, including proposed strategy/steps to perform discrete subtasks outlined in this task order, and outline how the strategy will result in the most useful product for the government and industry. Propose innovative yet practical approaches.
- 2. **Past performance:** The contractor's past performance in performing technical and analytic evaluations and preparing outreach products and services for the Coalbed Methane Outreach Program shall be considered in evaluating this proposal.
- 3. **Key Personnel and Staffing Mix:** Each team should specify the staffing selected for each Task, their relevant experience and qualifications, and their availability for the task.
- 4. **Price:** Propose a total price for this requirement. Describe the total price, including all labor costs, other direct costs (travel, subcontractor, materials, etc.) and total price proposed.

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Washington DC 20460					
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CODE 112947395	FACILITY CODE		7/07/2015		
	11. THIS ITEM ONLY APPLIES				
The above numbered solicitation is amended as set for				extended. Dis	not extended.
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D. OTHER (Specify type of modification				· · · · · · · · · · · · · · · · · · ·	
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14. DESCRIPTION OF AMENDMENT/MODIFICATION	(Organized by UCF section headings	s, including	solicitation/contract subject matter where fe	asible.)	
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Task Order Title: Global Met	hane Initiative (G	MI) Co	al Sector Technical,	Analytic	al, and
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		9	Mr. D. Martin	ELECTRONIC SIGNATURE	
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NAME OF OFFEROR OR CONTRACTOR
FASTERN RESEARCH GROUP INC

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Monica Shimamura 202-343-9337				•	
shimamura.monica@epa.gov					
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Except as provided herein, all terms and conditions of th	e document referenced in Item 9A	or 10A, as her	etofore changed, remains unchanged and	in full force and e	effect.
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	ODIFICATION OF CONTRACTS/OR	DERS. IT MODIFIES THE CONTRACT/ORDER NO. A	AS DESCRIBED IN ITEM 14.
	T/ORDER IS MODIFIED TO REFLI IIN ITEM 14, PURSUANT TO THE TIS ENTERED INTO PURSUANT T the Parties	THE CHANGES SET FORTH IN ITEM 14 ARE MADE  ECT THE ADMINISTRATIVE CHANGES (such as cha AUTHORITY OF FAR 43.103(b).  O AUTHORITY OF:	
E. IMPORTANT: Contractor is not.	x is required to sign this documer		
14. DESCRIPTION OF AMENDMENT/MODIFICATION (DUNS Number: 112947395)  Task Order Title: Global Met Outreach Support in FY15  1. The purpose of this modif	hane Initiative (G	MI) Coal Sector Technical,	Analytical, and unt of 130 direct
labor hours and to obligate contractor to complete the f			ou in order for the
Task 1: Targeted Outreach an Related Stakeholder Activiti Subtask 1c: Targeted Outreac Continued  Except as provided herein, all terms and conditions of the	es. h and Logistical S	support for the GMI Coal Su	bcommittee and
15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING	
		Faye Sas	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNE		ELECTRONIC 580NATURE 03/29/2016
(Signature of person authorized to sign)		(Signature of Contracting Officer)	
NSN 7540-01-152-8070			STANDARD FORM 30 (REV. 10-83)

Prescribed by GSA FAR (48 CFR) 53.243

 CONTINUATION SHEET
 REFERENCE NO. OF DOCUMENT BEING CONTINUED
 PAGE
 OF

 EP-W-10-019/0019/004
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TEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE	AMOUNT (F)
	Related Stakeholder Activities in Kazakhstan, Turkey, and Ukraine: a. Provide logistical and outreach support (developing presentations and materials) for the GMI Coal Subcommittee stakeholder sessions and related side meetings at the Global Methane Forum in Washington, D.C.				
	Task 2: Targeted Support to Promote CMM Project Development in GMI Partner Countries. Subtask 2c: Targeted Support to Promote CMM Project Development in Kazakhstan, Turkey and China:				
	a. Capacity Building ¿ Provide technical support for CMOP/GMI Coal Sector¿s upcoming policy roundtables in Astana, Kazakhstan and meetings in Karaganda.  Note: No travel is associated with this task under this modification.		-		
	Task 5: Targeted Revision and Updates to the GMI Coal Mine Methane Projects Database and the GMI Customer Relationship Management (CRM) System Coal Sector Information:				
	a. Review and update project entries in CRM per COR direction, and feed this information into the online GMI Coal Projects Site Map. b. Transfer the CMM Projects Database outdated information into a useable spreadsheet for general user download and continue to pull from				
	CRM and update as necessary.  c. QA/QC the existing 200+ entries currently in the database, to review their thoroughness and accuracy of information, based on publically available information, in preparation for CMOP;s FY17 business planning.				
	2. The task order ceiling is increased by \$21,079.00 from \$132,217.00 to \$153,296.00 and the total level of effort for this task order is increased by 130 direct labor hours, from 599 direct labor hours to 729 direct labor hours. Total obligations have increased by \$21,079.00, from \$132,217.00 to \$153,296.00, thereby fully				
	funding this task order. Contractor incurred expenses shall not exceed the task order ceiling at \$153,296.00. The contractor exceeds at its own risk.				
	3. All other terms and conditions remain Continued				

 CONTINUATION SHEET
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NAME OF OFFEROR OR CONTRACTOR

M NO.	SUPPLIES/SERVICES	QUANTITY	l	UNIT PRICE	AMOUNT
A)	. (B)	(C)	(D)	(E)	(F)
	unchanged.				
	COR: Felicia Ruiz				
	Alt COR: Monica Shimamura				
	TOCOR: FELICIA RUIZ				
	LIST OF CHANGES:				
	Reason for Modification : Supplemental Agreement				•
	for work within scope				
	Total Amount for this Modification: \$21,079.00				
	New Total Amount for this Version: \$153,296.00				
	New Total Amount for this Award: \$153,296.00				'
	Obligated Amount for this Modification: \$21,079.00				
	New Total Obligated Amount for this Award:				
	<del>-</del>				·
	\$153,296.00				
	77.				
	Alternate COR/Project Officer changed to :				
	Monica Shimamura				
	CHANGES FOR LINE ITEM NUMBER: 1				t.
	Total Amount changed				
	from \$132,217.00 to \$153,296.00			l	
	Obligated Amount for this modification: \$21,079.00				
	CHANGES FOR DELIVERY LOCATION: OAR/OAP/CCD				
	Amount changed from \$132,217.00 to \$153,296.00				
	NEW ACCOUNTING CODE ADDED:				
	Account code:			·	
	16-17-B-58F4-101A46-2505-1658FC6094-001				·
	Beginning FiscalYear 16			I	
	Ending Fiscal Year 17				
	Fund (Appropriation) B			*	
	Budget Organization 58F4				
	Program (PRC) 101A46				
	Budget (BOC) 2505				
	Job # (Site/Project)				
	Cost Organization				
	DCN-LineID 1658FC6094-001				
Ì					• •
	Quantity: 0				
	Amount: \$21,079.00				
	Percent: 15.94273				
	Subject To Funding: N				
	Payment Address:				
	RTP Finance Center				
	US Environmental Protection Agency				
	RTP-Finance Center (AA216-01)				
	109 TW Alexander Drive				
	www2.epa.gov/financial/contracts				
	Durham NC 27711				
	<b>.</b> .				
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	US Environmental Protection Agency				
	1200 Pennsylvania Avenue NW Mail Code: 62107J				
	OAP/CCD				
	Washington DC 20460 USA				
	washing con be 20400 obii				·
	Payment:				
	RTP Finance Center			·	
	US Environmental Protection Agency				
	RTP-Finance Center (AA216-01)				
	109 TW Alexander Drive				
	www2.epa.gov/financial/contracts				
	Durham NC 27711				
	FOB: Destination				·
	Period of Performance: 07/07/2015 to 09/30/2016				
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			ORDER	FOR SUF	PPLIES OR SERV	/ICES						OF PAGES	
IMPORTANT:	Mark all	packages and par	ers with contra	ct and/or or	der numbers.						1		10
1. DATE OF OR	RDER	2. CONTRACT NO. EP-W-10-01	(If any)			6. SHIP TO:							
09/23/20	15	F5-M-10-01	9			a. NAME	OF CC	NSIGNEE					
3. ORDER NO.			4. RE	QUISITION/R	REFERENCE NO.								
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Ariel Ri		_	- NIG7			c. CITY			<u>.</u>		I. STATE	e. ZIP CC	DE
Washingt	-	ania Avenue	e, NW			Washi	ngt	on		1	DC	20460	
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d. CITY LEXINGTO	N.			e. STATE MA	f. ZIP CODE 02421			y as indicated.	,				
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		ach Program											
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		task order nued	hereby i	ncorpor	rates EPA								
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	c. CITY					d. STA	e. ZIP CODE	7.70	\$138,239.00			-	
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#### **SCHEDULE - CONTINUATION**

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER CONTRACT NO. ORDER NO. 0020 EP-W-10-019 09/23/2015 QUANTITY QUANTITY UNIT UNIT AMOUNT ITEM NO. SUPPLIES/SERVICES ACCEPTED ORDERED PRICE (f) (g) (c) (e) (a) contract no. EP-W-10-019 terms and conditions by reference. The vendor shall perform in accordance with the Attachment A Statement of Work (7 pages) and the vendor's proposal dated May 18, 2015 in the amount of \$138,239.00 and 1,124 labor hours for the award of Task la, Task 2b, and Task 4 as follows: Task 1, subtask 1a: \$19,957.00 (120 hours); Task 2, subtask 2b: \$29,423.00 (90 hours); Task 4: \$88,859.00 (914 hours). The following approved Other Direct Costs are incorporated into the subject task order: - Travel; - Computer and Word Processing Supplies; - Telephone (Local Access); - Courier/Freight; - Graphics; - Booth shipment; - Conference Registration Fees. This is a Time-and-Materials (T&M) task order with a pre-priced total ceiling price of \$138,239.00, which the vendor is not authorized to exceed. The vendor exceeds at its own risk. This order is hereby fully funded. The Contracting Officer's Representative (COR) is Felicia Ruiz: Felicia Ruiz (202) 343-9129 ruiz.felicia@epa.gov TOCOR: FELICIA RUIZ Continued ... \$0.00 TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

IMPORTANT: Mark all packages and papers with contract and/or order numbers. DATE OF ORDER CONTRACT NO. ORDER NO. 09/23/2015 EP-W-10-019 0020

Admin Office:  HPDD  US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Nashington De 20460 Period of Performance: 09/23/2015 to 09/22/2016  0011 *Fy15 Technical and Outreach Services for the Coalbed Nothane Outreach Program  Award of the following Tasks: Task la - Legal / Regulatory and Other Technical Analyses; Task 2b - CMOP Booth Support and Maintenance Services; & Task 4 - CMOP Website and Electronic Services. Regulatition No: PR-OAR-15-01107 Accounting Info: 15-16-p-58F4-101AK6-2505-1558F05661-00 1 BFY: 15 EFY: 15 Fyre: 16 Fund: B Budget Org: S8F4 Program (PRC): 101A66 Budget (BOC): 2505 DCN - Line ID: 1558F05661-001 Funding Flag: Complete Funded: \$138,239.00	ITEM NO.	SUPPLIES/SERVICES	QUANTITY		UNIT PRICE	AMOUNT	QUANTIT' ACCEPTE
USE Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvenia Avenue, NW Washington DC 20460 Period of Performance: 09/23/2015 to 39/22/2016  001 "FY15 Technical and Outreach Services for the Coalbed Methane Outreach Program"  Award of the following Tasks:  Task la - Legal / Regulatory and Other Technical Analyses;  Task 2b - CMOP Booth Support and Meaintenance Services; &  Task 4 - CMOF Website and Electronic Services. Requisition No: PR-OAR-15-01107  Accounting Info: 15-16-B-5874-101A46-2505-1558FC5661-00 1 BFY: 15 EFY: 16 Fynd: B Budget Org: 5844 Program (PRC): 101A46 Budget 1BOC): 2505 CDN - Line ID: 1558FC5661-001 Funding Flag: Complete Funded: \$138,239.00	(a)	(b)				(f)	(g)
US Environmental Protection Agency Headquarters Procurement Operations Arial Rios Building 1200 Pennsylvania Avenue, NW Nashington DC 20460 Period of Performance: 09/23/2015 to 09/22/2016  001 *FY15 Technical and Outreach Services for the Coalbed Methane Outreach Program"  Award of the following Tasks:  Task la - Legal / Regulatory and Other Technical Analyses;  Task 2b - CMOP Booth Support and Maintenance Services; &  Task 4 - CMOP Website and Electronic Services. Requisition No: PR-OAR-15-01107  Accounting Info: 15-16-8-8874-101A46-2503-1558FC5661-00 1 BFY: 15 EFY: 16 Fund: B Budget Org: S974 Program (PRC): 101A46 Budget (BOC): 2505 BON - Line ID: 1558FC5661-001 Funding Flag: Complete Funded: \$138,239.00		•					
Headquarters Procurement Operations Artel Ricos Building 1200 Pennsylvania Avenue, NW Washington DC 20460 Period of Performance: 09/23/2015 to 09/22/2016  001 "FY15 Technical and Outreach Services for the Coalbed Methane Outreach Program"  Award of the following Tasks: Task la - Legal / Regulatory and Other Technical Analyses; Task 2b - CMOP Booth Support and Maintenance Services; 6  Task 4 - CMOP Website and Electronic Services. Regulsition No: PR-OAR-15-01107  Accounting Info: 15-16-8-5874-101A46-2505-1558FC5661-00 1 BY: 15 BY: 16 Pund: B Budget Org: 5874 Program (PRC): 101A66 Budget (BOC): 2305 DCN - Line ID: 1558FC5661-001 Funding Flag: Complete Funded: \$138,239.00				l			
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1200 Pennsylvania Avenue, NW Washington Dc 20460 Period of Performance: 09/23/2015 to 09/22/2016  301 "FY15 Technical and Outreach Services for the Coalbed Methane Outreach Program"  Award of the following Tasks:  Task la - Legal / Regulatory and Other Technical Analyses;  Task 2b - CKOP Booth Support and Maintenance Services; &  Task 4 - CMOP Website and Electronic Services. Requisition No: FR-0AR-15-01107  Accounting Info: 15-16-8-98F4-101A46-2505-1559FC5661-00 1 BFY: 15 FFY: 16 Fund: B Budget Org: 58F4 Program (FRC): 101A46 Budget (BOC): 2505 BCN - Line ID: 1558FC5661-001 Funding Flag: Complete Funded: \$138,239.00							
Washington DC 20460 Period of Performance: 09/23/2015 to 09/22/2016  001  "FY15 Technical and Outreach Services for the Coalbed Methane Outreach Program"  Award of the following Tasks:  Task 1a - Legal / Regulatory and Other Technical Analyses;  Task 2b - CNOP Booth Support and Maintenance Services; 4  Task 4 - CMOP Website and Electronic Services.  Regulation No: PR-OAR-15-01107  Accounting Info: 15-16-B-58F4-101A46-2505-1558FC5661-00 1 BFY: 15 EFY: 16 Fund: B Budget Org: 58F4 Program (FRC): 101A46 Budget (BOC): 2505 CDn - Line ID: 1558FC5661-001  Funding Flag: Complete Funded: \$138,239.00						,	
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#### STATEMENT OF WORK:

FY15 Technical and Outreach Services for the Coalbed Methane Outreach Program (CMOP)

#### I. BACKGROUND

The U.S. EPA Coalbed Methane Outreach Program (CMOP) works with coal mines in the U.S. and internationally to encourage the economic use of the coal mine methane (CMM) gas that is otherwise vented to the atmosphere. Through this Task Order, the EPA is requesting technical and outreach support to help identify and promote viable CMM projects in the United States.

Methane is both the primary constituent of natural gas and a potent greenhouse gas when released to the atmosphere. Reducing emissions can yield substantial economic and environmental benefits. The implementation of available, cost-effective methane emission reduction opportunities in the coal industry can lead to improved mine safety, greater mine productivity, and increased revenues.

Methane is produced from mining activities in underground coal mines, at surface coal mines, and as a result of post-mining activities including coal processing, storage and transportation. Underground mines are the single largest source of CMM emissions in the United States.

There will be no duplication of effort under any task within this SOW.

#### II. OBJECTIVE

The objective of this Task Order is to provide overall program technical and outreach support services for the Coalbed Methane Outreach Program (CMOP). Program services may include, but are not limited to, overall CMOP program services, as well as, regulatory, and technical analysis to support capacity building to achieve coal mine methane (CMM) emissions reductions. Specific elements under program services include technical and analytical support, outreach and capacity building support, publications and materials support, and website and model support, as outlined in the Statement of Work.

The following Tasks and Subtasks outline the scope of possible work for this Task Order. It should be recognized that the Scope of Work will be dynamic in nature, often requiring different types and levels of assistance. Therefore, many activities may require additional technical direction.

Contractor personnel shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities, including but not limited to actual determination of EPA policy and preparation of documents on EPA letterhead.

Each Subtask shall be broken out separately in the event funds are not available or need to be reallocated to another of the Subtasks.

# III. SCOPE

The work outlined under this task order is consistent with the following sections under the contract Statement of Work: 1.2.1, 1.2.2, 1.2.3, and 1.2.4.

#### IV. TASK DESCRIPTIONS

This task order has five (5) Tasks.

# Task 1: Technical and Analytic Support

## Subtask 1a: Legal / Regulatory and Other Technical Analyses; up to three (3) analyses

For each analysis the Contractor shall prepare a draft deliverable following receipt of a Technical Direction (TD) from the TOPO or alternate TOPO (hereafter collectively referred to as TOPO) for TOPO review and comment. Examples of potential technical support under this Subtask include:

- > Assessing the specific impacts of or interpretations of the Greenhouse Gas Reporting Program (Subpart FF Underground Coal Mines).
- > Assessing the potential impact of specific proposed statutory language on coal mines with regard to coal mine methane recovery and utilization or abatement projects.

Up to one (1), one-person, 2-to 4-day trip within the continental U.S. is anticipated under this task.

## Subtask 1b: Policy / Financial and Other Technical Analyses; up to three (3) analyses

For each analysis the Contractor shall prepare a draft deliverable following receipt of a Technical Direction (TD) from the TOPO or alternate TOPO (hereafter collectively referred to as TOPO) for TOPO review and comment. Examples of potential technical support under this Subtask include:

- > Refining economic analysis associated with methane incidents as well as methane drainage and removal options at a gassy US coal mine.
- > Evaluating carbon prices as incentives for coal mine methane project development in the US.

Up to one (1), one-person, 2-to 4-day trip within the continental U.S. is anticipated under this task.

# **Subtask 1c: CMM Technical Analyses** (either conceptual or for a specific project); up to three (3) analyses

For each analysis the Contractor shall prepare a draft deliverable following receipt of a Technical Direction (TD) from the TOPO or alternate TOPO (hereafter collectively referred to as TOPO) for TOPO review and comment. Examples of potential technical support under this Subtask include:

- > Assessing technical options for gas recovery and usage in the Western United States.
- > Developing case studies of successful U.S. projects or techniques.

Up to one (1), one-person, 2-to 4-day trip within the continental U.S. is anticipated under this task.

#### Task 2: Outreach and Capacity Building Support

Subtask 2a: Outreach and Technical Support for CMM/CBM Industry Events. The Contractor shall provide services related to EPA CMOP involvement in various coal and CMM/CBM technical sessions in the U.S. throughout the year. Such events may include the NACBM Forum (<a href="http://www.nacbmforum.com/">http://www.nacbmforum.com/</a>) and the International Pittsburgh Coal Conference (<a href="http://www.engineeringx.pitt.edu/PCC/">http://www.engineeringx.pitt.edu/PCC/</a>), among others. Contractor support shall include, but not be limited to, chairing or moderating sessions or panel discussions, addressing any site visit logistics, or other logistical issues, and developing and delivering a PowerPoint presentation at the event(s). The

Contractor may also be requested to conduct outreach to event attendees. The Contractor is expected to have demonstrated experience providing these types of services to the EPA CMOP program. Development of each deliverable, including specific deadlines, shall be based on specific, written technical direction from the TOPO.

At the TOPO's written direction, the Contractor may also be requested to contact or meet with individual coal mines or coal mining companies in the Western, Central or Eastern U.S. to determine their specific needs and interests as they relate to CMM project development, and their willingness to work with EPA staff in this area. The purpose of this contact/meeting is to determine the mines' specific needs and interests as they relate to CMM project development, and their willingness to work with EPA staff in this area. The Contractor may be asked to prepare up to two (2) presentations tailored to a particular mine or company.

Up to three (3), one-person, 3-to-5 day trips within the continental U.S. are anticipated under this task.

**Subtask 2b. CMOP Booth Support and Maintenance Services.** The Contractor may need to provide services related to EPA exhibits of outreach material at various coal and CMM/CBM technical sessions in the U.S. throughout the year. The Contractor may be required to plan, organize and execute the establishment and staffing of up to two (2) exhibit booths.

CMOP maintains one banner exhibit and one tabletop exhibit for use in marketing the Program at conferences and workshops annually. Upon technical direction from the EPA TOPO, the Contractor shall coordinate shipping, receiving, and maintenance of the CMOP exhibits/booth. Responsibilities include: (1) Arranging for shipment and receipt of the exhibits/booth (e.g., coordination with conference exhibit personnel, tracking) at various conference, workshop, and outreach venues; (2) Maintenance of the exhibits artwork, structure, and booth including repair or replacement as necessary and directed by the EPA TOPO.

At the TOPO's written direction, the Contractor may also be requested to contact or meet with individual coal mines or coal mining companies attending these industry events. The purpose of this contact/meeting is to determine the mines' specific needs and interests as they relate to CMM project development, and their willingness to work with EPA staff in this area. The Contractor may be asked to prepare up to two (2) presentations tailored to a particular mine or company.

Services under this Subtask shall include up to two (2), one-person, 2-4 day trips to attend/exhibit at an industry outreach event or provide an outreach presentation to support the CMOP program.

#### Task 3: Publications and Materials Support

The purpose of this Task is to develop and revise a variety of marketing and outreach materials for the CMOP program, per TOPO direction. Publications may include PowerPoint presentations, memorandums on project and technology opportunities, educational brochures and pamphlets, fact sheets, web content, promotional materials, articles and papers for the trade press, and other documents. Outreach material may support market, financial, or technical analyses or may cover other subjects outlined in technical direction memos.

Contractor shall develop up to two (2) papers and two (2) presentations under this Task. In addition, the contractor shall develop up to six (6) outreach deliverables on a topic directed by the TOPO. These documents could include case studies, flyers, fact sheets, or general outreach production such as posters, banners, or CDs. Development of these outreach materials will be based on specific technical direction from the TOPO.

CMOP receives a number of inquiries from the public and stakeholders related to technical and policy issues in the CMM and CBM industries. The TOPO frequently requests contractor assistance to research or respond to these inquiries. Response to such quick turnaround requests shall be on an asneeded basis, typically within one to two days. At the TOPOs' written direction, the contractor shall provide the TOPO with assistance in responding to up to twelve (12) public queries either in writing or verbally (as specified by TOPO).

The Government reserves the right to award a certain quantity of deliverables to multiple contractors, under this particular Task.

# Task 4: CMOP Website and Electronic Services

The CMOP website (<u>www.epa.gov/cmop</u>) is a significant communications and outreach tool for the Program. The Contractor shall host the CMOP website (i.e., the staging site) and update the content to ensure that the information is current and relevant for all EPA program stakeholders. Under this Task, Contractor will assume responsibility for all programming/coding associated with the CMOP website. EPA will review and approve all new content on a "staging site" before it is posted live to the CMOP website. In general, all updates/changes made to the CMOP site should be done consistent with Drupal, unless otherwise directed by the EPA TOPO.

Services under this Task include hosting the CMOP website and making updates, and also writing original copy and/or revising existing text. Examples of website maintenance may include, but are not limited to, revising the content of key sections of the site, such as the homepage, Basic Information, Accomplishments, Newsroom, etc. For this effort, the Contractor can anticipate preparing at least 15 pages of new text and revising at least 15 pages of text. More specifically, this Task will include the following activities:

### 1. CMOP Website Maintenance and Updates

The Contractor shall implement the following activities on the CMOP site:

- ➤ Upload new documents and updating existing resources and information per TOPO direction, including adding links, corrections and updates. For planning purposes, the Contractor should expect to upload 2 new documents and add six (6) links every month.
- > Remove outdated information such as old conference dates, links, and pages websites, and work to establish cross-links from partners' web sites to the CMOP website. This should be performed routinely, once every two weeks.
- > Upload the CMM Monthly News to the CMOP Newsroom on a monthly basis (see below).
- Make all presentations and other materials 508 compliant and upload presentations or proceedings from conferences or Subcommittee meetings. The Contractor should include the title of the presentation when naming the document rather than presentation 1, presentation 2, etc. The Contractor should expect to upload presentations from the CMOP domestic conference (approximately 20 presentations), for example.

- ➤ Coordinate, when necessary, with other NCPB Contractors to implement changes, upload documents, or changing the websites when requested. The Contractor for this task order will act as the central web coordinator.
- ➤ Based upon TOPO's written direction, Contractor shall develop content for the CMOP website (<a href="http://www.epa.gov/coalbed/index.html">http://www.epa.gov/coalbed/index.html</a>), as needed. Updates could include annual inventory numbers, the online interactive map, or links to the GHG Reporting Program Subpart FF Publication Tool. For proposal development purposes, the contractor should expect 10-15 substantive content updates to various CMOP web pages.

# 2. Transition and Hosting of CMOP Website

Contractor shall continue to prepare the CMOP website for the transition to Drupal. The Contractor shall be very familiar (i.e. have previous experience converting sites to Drupal) with EPA's Web Guide and specifically with the style, navigation, and technical requirements built into EPA's Drupal template as EPA's Drupal template has been built with strict requirements for styles, navigation, and treatment of photos, PDFs, and other downloadable documents. These templates will be used to implement the http://www.epa.gov/cmop/ site. Since these requirements are stricter than previous guidelines, converting to Drupal may require a significant reorganization or redesign of the site, or workarounds to mimic current styles and functionality within the new template.

Contractor shall work with the TOPO to continue to summarize the changes/develop a strategy needed to convert the current site to Drupal. Services for this activity may also include the development of wireframes that mock up any needed changes in navigation and styles (this may be an iterative process depending on EPA staff and management review). In addition, services for this task may also include the development/mock-up of sample pages within Drupal. As needed, the Contractor shall work with the TOPO and other relevant EPA staff (e.g. Office of Environmental Information).

The Contractor shall be familiar with all EPA requirements for its website as outlined in the Web Guide and communication from the TOPO or other relevant EPA staff. Any maintenance and updates conducted on the <a href="https://www.epa.gov/cmop">www.epa.gov/cmop</a> site shall be implemented in a manner consistent with the requirements in the EPA Web Guide.

## 3. Maintain/update mailing list and execute mailing distribution

EPA is requesting support for the management and maintenance of the CMOP Network Contacts list (<a href="http://www.epa.gov/cmop/networkcontacts.html">http://www.epa.gov/cmop/networkcontacts.html</a>), an existing feature on the CMOP website that displays contact information and company descriptions associated with about 200 self-nominated experts. The Contractor is responsible for maintenance of the Network Contacts list, the corresponding mailing list, and the email distribution of outreach material to the mailing list.

CMOP makes this outreach tool available so that industry members can identify and contact each other to further project development. Inclusion on the list does not constitute an endorsement by EPA. An individual can request to be listed as a Network Contact by signing up for the CMOP Network. The CMOP Network includes individuals with a primary interest not only in coal mine methane but also in coal, energy, mine safety, climate change, trade, technology transfer, development, and/or finance. The CMOP mailing list is maintained in an Excel spreadsheet. It

currently includes approximately 1,500 contacts names and emails. All CMOP Network members receive via email the *CMM Monthly News*.

The Contractor shall maintain the CMOP Network mailing list by regularly updating current and entering new contact information originating from at least two sources: 1) mailing list emails automatically generated by the CMOP website, and 2) business cards, conference attendee lists, and other sources provided by CMOP Program Managers. The contractor shall use a separate CMOP e-mail address (such as cmop@contractor.com) for mailing list emails in order to receive and manage them directly. Once a month, the contractor shall post the updated Network Contact list on the CMOP website. The Contractor shall deliver the Contacts Database in Excel format to the TOPO via email once every six months.

# 4. CMM Monthly News

The CMM Monthly News update is a summary that EPA distributes electronically to its entire database, about 2,000 interested persons around the world. It is released during the first week of each month, and includes short news articles on domestic and international CMM activities, dates for upcoming events, and recent CMM-related publications.

Contractor shall format and prepare for electronic publication up to eight (8), single-page editions of the *CMM Monthly News*. The Contractor shall develop ideas for articles that are timely, relevant, and news-worthy and a calendar of CMM-related events and publications, as directed by the TOPO. The current *News* can be found on the CMOP website: <a href="http://www.epa.gov/cmop/newsroom/index.html">http://www.epa.gov/cmop/newsroom/index.html</a>

Contractor shall distribute the *CMM Monthly News* to the most current list of CMOP Network email addresses using the separate CMOP e-mail address. The distribution shall be conducted via email during the first week of every month, unless extenuating circumstances arise. The Contractor shall conduct appropriate QA/QC to ensure that the distributed material is not corrupted or incomplete. The Contractor shall use the Blind Copy e-mailing function so that recipients cannot identify each other. The Contractor shall establish and follow a standard format for E-mail Subject. Simultaneously, the Contractor shall also upload the current CMM Monthly News to the CMOP Newsroom website: http://www.epa.gov/cmop/newsroom/index.html.

## Task 5: Updates to and Maintenance for the CMOP Coal Mine Methane Cash Flow Model

The Contractor shall provide support to the TOPO to review and update the CMOP Coal Mine Methane Cash Flow Model (<a href="http://www.epa.gov/cmop/resources/cashflow\_model.html">http://www.epa.gov/cmop/resources/cashflow\_model.html</a>) and accompanying User's Manual. Updates could include U.S. cost pricing changes or other refinements. For planning purposes, Contractor should expect up to one (1) model update during the period of performance.

#### VII. DELIVERABLE/ DELIVERY SCHEDULE

All draft reports/deliverables shall be finalized within 5 days of the TOPO's acceptance.

The deliverable schedules are included above within each specific subtask.

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Task / Subtask	Deliverables	Due Dates

Tasks 1-5	Kickoff meeting with EPA (via teleconference, as appropriate)	Within one week of receipt of TO award
Task 1, Subtask 1a	Up to 3 analyses	To be determined, per TOPO technical direction
	Trip report(s)	Within 10 days of trip completion
Task 1, Subtask 1b	Up to 3 analyses	To be determined, per TOPO technical direction
	Trip report	Within 10 days of trip completion
Task 1, Subtask 1c	Up to 3 analyses	To be determined, per TOPO technical direction
***************************************	Trip report	Within 10 days of trip completion
Task 2, Subtask 2a		To be determined, per TOPO technical direction
***	Trip report	Within 10 days of trip completion
Task 2, Subtask 2b		To be determined, per TOPO technical direction
	Trip report	Within 10 days of trip completion
Task 3	Up to 2 papers; up to 2 presentations; up to 6 outreach deliverables; up to 12 inquiries.	To be determined, per TOPO technical direction
Task 4	Regular web updates and maintenance; Hosting CMOP website and transitioning content to Drupal; Maintaining mailing list; Up to 8 CMM Monthly News editions created and distributed.	To be determined, as needed, on an ongoing basis
Task 5	Up to 1 review and update of the CMOP CMM Financial Model and Users' Manual.	To be determined, per TOPO technical direction

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2. AMENDMENT/MODIFICATION NO.	3.	EFFECTIVE DATE	4. RE0	L QUISITION/PURCHASE REQ. NO.	5. PROJ	ECT NO. (If applicable)
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HPOD US Environmental Protect Headquarters Procurement Ariel Rios Building 1200 Pennsylvania Avenu	t Opera	· •			·	
Washington DC 20460  B. NAME AND ADDRESS OF CONTRACTOR	(No street so	unty State and 7ID Code)		. AMENDMENT OF SOLICITATION NO		
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B. THE ABOVE NUMBERED appropriation date, etc.) St	CONTRACT/		OT THE AL	GES SET FORTH IN ITEM 14 ARE MAD  DMINISTRATIVE CHANGES (such as ch  Y OF FAR 43.103(b).		
D. OTHER (Specify type of mo	ndification and	d authority)				:
E. IMPORTANT: Contractor	is not,	] is required to sign this document	and return	copies to the	issuing office.	
14. DESCRIPTION OF AMENDMENT/MODIF DUNS Number: 112947395 Task Order Title: FY15	ICATION (Or	ganized by UCF section headings,	including	solicitation/contract subject matter where	e feasible.)	utreach
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Monica Shimamura 202-343-9337						
shimamura.monica@epa.go	V					
Continued						
Except as provided herein, all terms and cond 15A. NAME AND TITLE OF SIGNER (Type or		ocument referenced in Item 9A or	16A.	NAME AND TITLE OF CONTRACTING		
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		ffrey Martin UNITED STATES OF AMERICA		16C. DATE SIGNED
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(Signature of person authorized to signature)	n)			(Signature of Contracting Officer)	07110	TODA (05/4 40.00)

STANDARD FORM 30 (REV. 10-83) Prescribed by GSA FAR (48 CFR) 53.243

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6. ISSUED B	CODE	HPOD	7. ADMINISTERED BY (If other than Item 6) CODE
Headqua Ariel F 1200 Pe	ronmental Protection arters Procurement Operios Building ennsylvania Avenue, NW	erations	
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EASTERN Attn: D. 110 HAR'	RESEARCH GROUP, INC. ickran Babigian IWELL AVE STE 1 DN MA 02421		(x) 9A. AMENDMENT OF SOLICITATION NO.  9B. DATED (SEE ITEM 11)  x 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-10-019 0020 10B. DATED (SEE ITEM 13)
CODE 1	L2947395	FACILITY CODE	09/23/2015
		11. THIS ITEM ONLY APPLIES T	TO AMENDMENTS OF SOLICITATIONS
Offers mus items 8 and separate le THE PLAC virtue of thi	d 15, and returning co tter or telegram which includes a reference E DESIGNATED FOR THE RECEIPT OF (	rior to the hour and date specified in pies of the amendment; (b) By acknow to the solicitation and amendment nu DFFERS PRIOR TO THE HOUR AND rr already submitted, such change ma	the solicitation or as amended, by one of the following methods: (a) By completing owledging receipt of this amendment on each copy of the offer submitted; or (c) By numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT D DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by have be made by telegram or letter, provided each telegram or letter makes
12. ACCOUN	TING AND APPROPRIATION DATA (If req		Net Increase: \$19,182.00
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CHECK ONE		CT/ORDER IS MODIFIED TO REFLE I IN ITEM 14, PURSUANT TO THE A	THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT  ECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, AUTHORITY OF FAR 43.103(b).
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E. IMPORTAN	IT: Contractor Dis not.	X is required to sign this document	it and return1 copies to the issuing office.
DUNS Number of Task Or Program	mber: 112947395 der Title: FY15 Techn purpose of this modif	ical and Outreach sication is to add	s, including solicitation/contract subject matter where feasible.)  Services for the Coalbed Methane Outreach  level of effort in the amount of 140 direct
	ours and to obligate tor to complete the f		in the amount of \$19,182.00 in order for the follows:
Subtask a. Asse Continu	ed	and Other Technicats of, or interpret	tations of the Greenhouse Gas Reporting
	ovided herein, all terms and conditions of th ND TITLE OF SIGNER (Type or print)	e document referenced in Item 9 A or	or 10A, as heretofore changed, remains unchanged and in full force and effect.  16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)
15B. CONTR	ACTOR/OFFEROR	15C. DATE SIGNED	To Acade BLECTRONIC
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	Program (Subpart FF ¿ Underground Coal Mines).				
	b. Assess the potential impact of specific	ļ			
	proposed statutory language on coal mines with				
	regard to coal mine methane recovery and				
	utilization or abatement projects.		ll		
	Task 4: CMOP Website and Electronic Services ¿				
	Website Maintenance.				
	a. Converting CMOP website to Drupal.				
	b. Uploading new documents and updating existing				
	resources and information to the CMOP website per				
	COR direction, including adding links,				·
	corrections, and updates.				
	c. Removing outdated information such as old				
	conference dates, links, and pages websites, and				
	work to establish cross-links from partners; web				
	sites to the CMOP website.				,
	2. The task order ceiling is increased by				•
	\$19,182.00 from \$138,239.00 to \$157,421.00 and				
	the total level of effort for this task order is				
	increased by 140 direct labor hours, from 1,124				
	direct labor hours to 1,264 direct labor hours.				
	Total obligations have increased by \$19,182.00,				
	from \$138,239.00 to \$157,421.00, thereby fully				
	funding this task order. Contractor incurred				
	expenses shall not exceed the task order ceiling				
	at \$157,421.00. The contractor exceeds at its own				3 ·
	risk.				
	3. The period of performance of this task order				
	is extended thru 30 September 2016.				
	4. All other terms and conditions remain				
	unchanged.				
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	COR: Felicia Ruiz				
	Alt COR: Monica Shimamura				
	TOCOR: FELICIA RUIZ				
	LIST OF CHANGES:				
	Reason for Modification : Supplemental Agreement				
	for work within scope				
	Period Of Performance End Date changed from				•
	22-SEP-16 to 30-SEP-16				
	Total Amount for this Modification: \$19,182.00				•
	New Total Amount for this Version: \$157,421.00				
	New Total Amount for this Award: \$157,421.00				
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	from \$138,239.00 to \$157,421.00				
	Obligated Amount for this modification: \$19,182.00				
	CHANGES FOR DELIVERY LOCATION: OAR/OAP/CCD				
	Amount changed from \$138,239.00 to \$157,421.00				5 -
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	09/30/2016				
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	Account code:				
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	Ending Fiscal Year 17				
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	Program (PRC) 101A46				
	Budget (BOC) 2505				·
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	Percent: 13.87597				
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	US Environmental Protection Agency				
	RTP-Finance Center (AA216-01) 109 TW Alexander Drive				
	www2.epa.gov/financial/contracts Durham NC 27711				
	Durnam NC 27/11				
	Delivery: 09/30/2016				
	Delivery Location Code: OAR/OAP/CCD		l		
*	OAR/OAP/CCD				
	US Environmental Protection Agency			,	
	1200 Pennsylvania Avenue NW				
	Mail Code: 62107J		1		
	OAP/CCD		]		•
·	Washington DC 20460 USA				
	Continued				
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TINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED EP-W-10-019/0020/002

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ITEM NO.	SUPPLIES/SERVICES (B)	QUANTITY UNIT	UNIT PRICE	AMOUNT (F)
	Payment:  RTP Finance Center  US Environmental Protection Agency  RTP-Finance Center (AA216-01)  109 TW Alexander Drive  www2.epa.gov/financial/contracts  Durham NC 27711  FOB: Destination  Period of Performance: 09/23/2015 to 09/30/2016			
			,	